



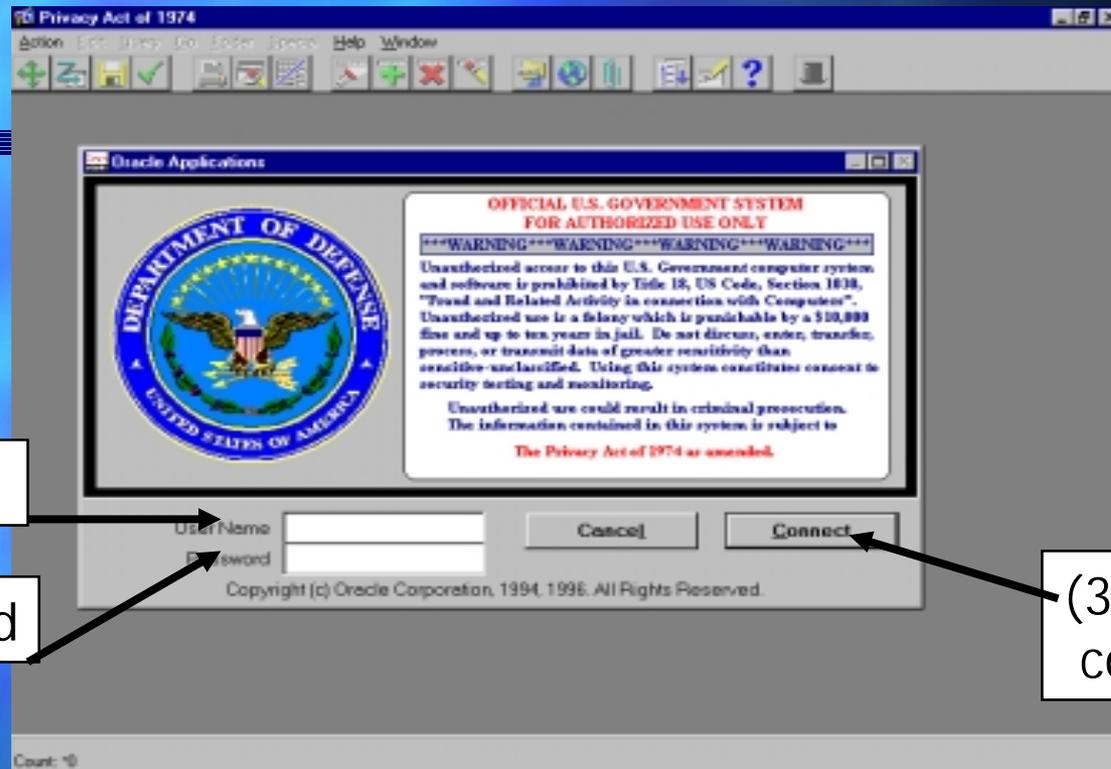
# ***MODERN DCPDS GUIDE***

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# ***COMPANION***

22 SEPTEMBER 2000  
HRSC EAST

# LOGON SCREEN FOR MODERN



(1) Enter user name

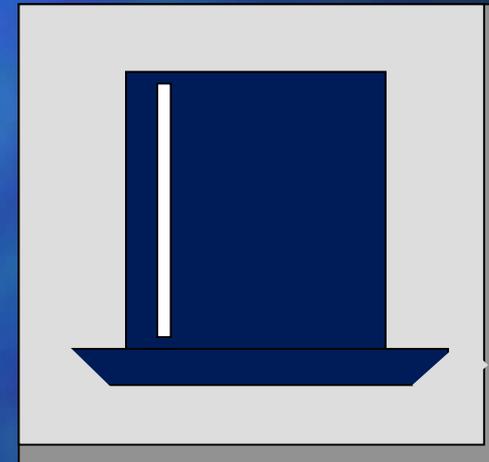
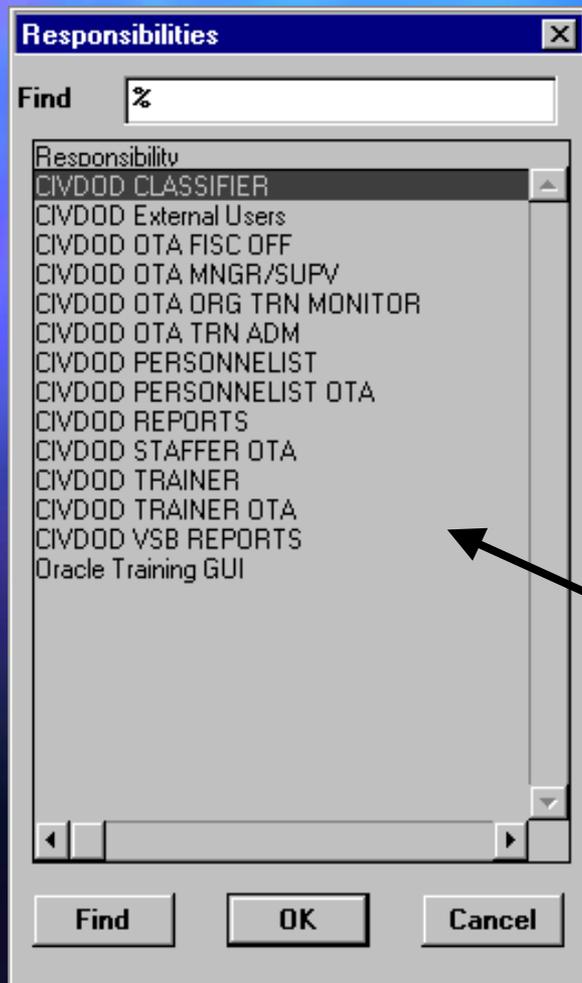
(2) Enter password

(3) Click on connect

- ◆ Upon initial login, system will prompt you to change your password
- ◆ If there are three unsuccessful attempts to log into database, system will take you back to main icon screen
- ◆ System will notify you when unsuccessful log-ins are attempted.

# TO CHANGE ROLES (responsibilities) ...

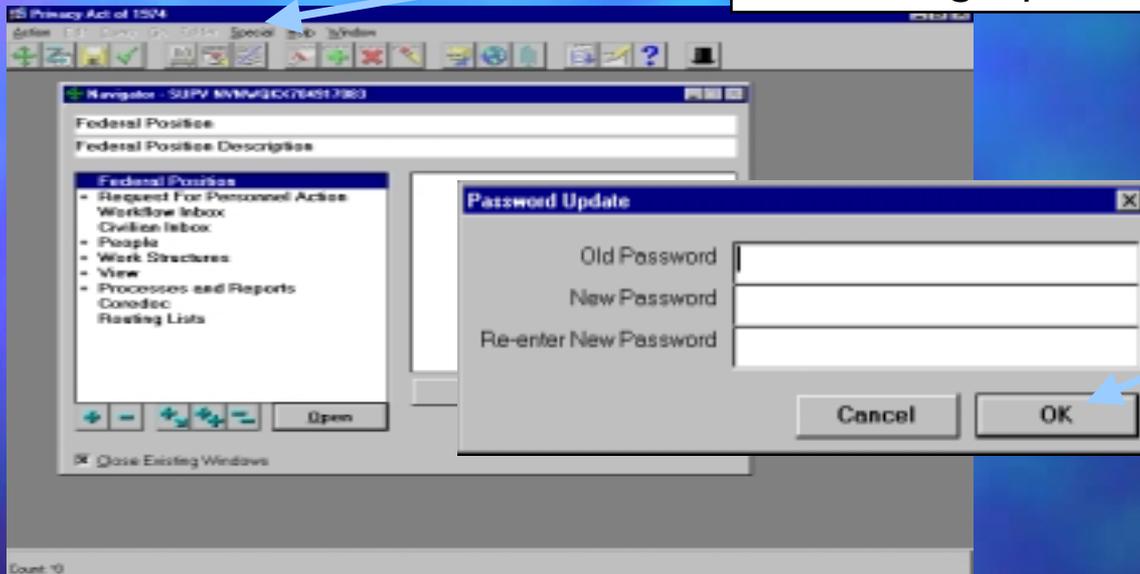
## YOU CHANGE HATS



Select Responsibility then click OK  
**Note:** This screen will only appear if  
you have more than one responsibility

# CHANGING PASSWORDS

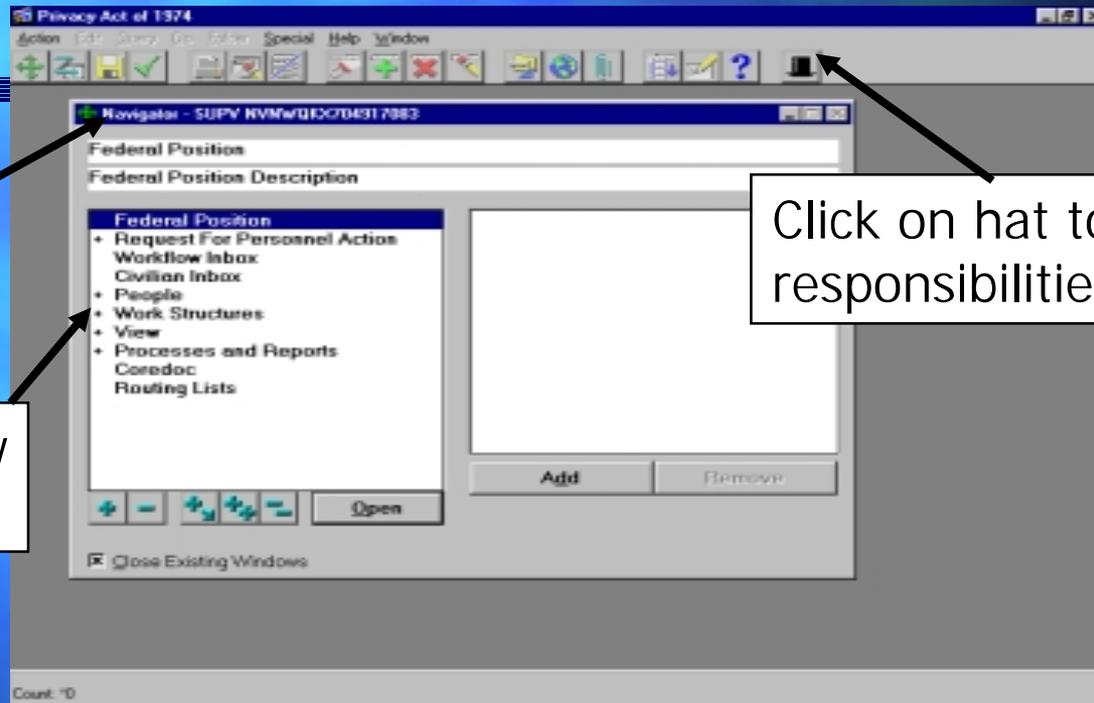
Click "special", "change passwords"  
to change passwords



Enter old password and  
new password twice  
to confirm change

- ◆ Password must be changed every 90 days or system will lock you out.
- ◆ For security purposes, do not share your passwords.

# THE NAVIGATOR SCREEN



Responsibility

Click "+" to show sublevels

Click on hat to change responsibilities

- ◆ If assigned only one Responsibility, after logging on the Navigation screen will appear displaying a list of tasks to choose from
- ◆ The Navigation screen is organized with main categories (levels) and subcategories ( sub-levels). It is always open

# THE NAVIGATOR SCREEN CONT..

The screenshot shows the Oracle Applications Navigator interface. The main window title is "Oracle Applications". The menu bar includes "Action", "Edit", "Display", "Go", "Editor", "Special", "Help", and "Window". The toolbar contains various icons for navigation and editing. The main content area is titled "Request for Personnel Action:" and "Enter Personnel Action Information". A tree view on the left lists various actions, including "Appointment", "Award / One-Time Payment", "Cancellation/Correction", "DoD Pers Act Reconstruct-911", "DoD Correction Process-002", "CAO/Transfer", "Change Actions", "Change in Data Element", "Change in Art Status", "Change in Duty Station", "Change in FEGLI", "Change in Hours", "Change in Retirement Plan", "Change in SCD", "Change in Tenure", "Change in Veterans Preferen", "Change in Work Schedule", "Name Change", "Change Position Sensitivity", "Change Position Number", "Change Position Title", "Details", and "Conversion to Appointment". A callout box with a blue border and white background contains the text: "Click the + or ++ button to display all sub-levels. Use the - or-- to collapse expanded levels". A red arrow points from the callout box to a zoomed-in inset of the tree view's bottom section, which shows a list of buttons: a single plus sign (+), a minus sign (-), a double plus sign (++) with a minus sign (--), and a plus sign (+) with a minus sign (-). Below these buttons is an "Open" button. A checkbox labeled "Close Existing Windows" is also visible. The status bar at the bottom left shows "Count: \*0".

Request for Personnel Action:  
Enter Personnel Action Information

- Request for Personnel Action  
Appointment  
Award / One-Time Payment  
Cancellation/Correction  
DoD Pers Act Reconstruct-911  
DoD Correction Process-002  
- CAO/Transfer  
Change Appointing Office  
Transfer Interagency  
- Change Actions  
Change in Data Element  
Change in Art Status  
Change in Duty Station  
Change in FEGLI  
Change in Hours  
Change in Retirement Plan  
Change in SCD  
Change in Tenure  
Change in Veterans Preferen  
Change in Work Schedule  
Name Change  
Change Position Sensitivity  
Change Position Number  
Change Position Title  
Details  
Conversion to Appointment

1. Workflow Notifications  
2. F4 Define Position  
3. F4 Enter Personnel Information WORK

Click the + or ++ button to display all sub-levels. Use the - or-- to collapse expanded levels

Add Remove

+ - ++ -- Open

Close Existing Windows

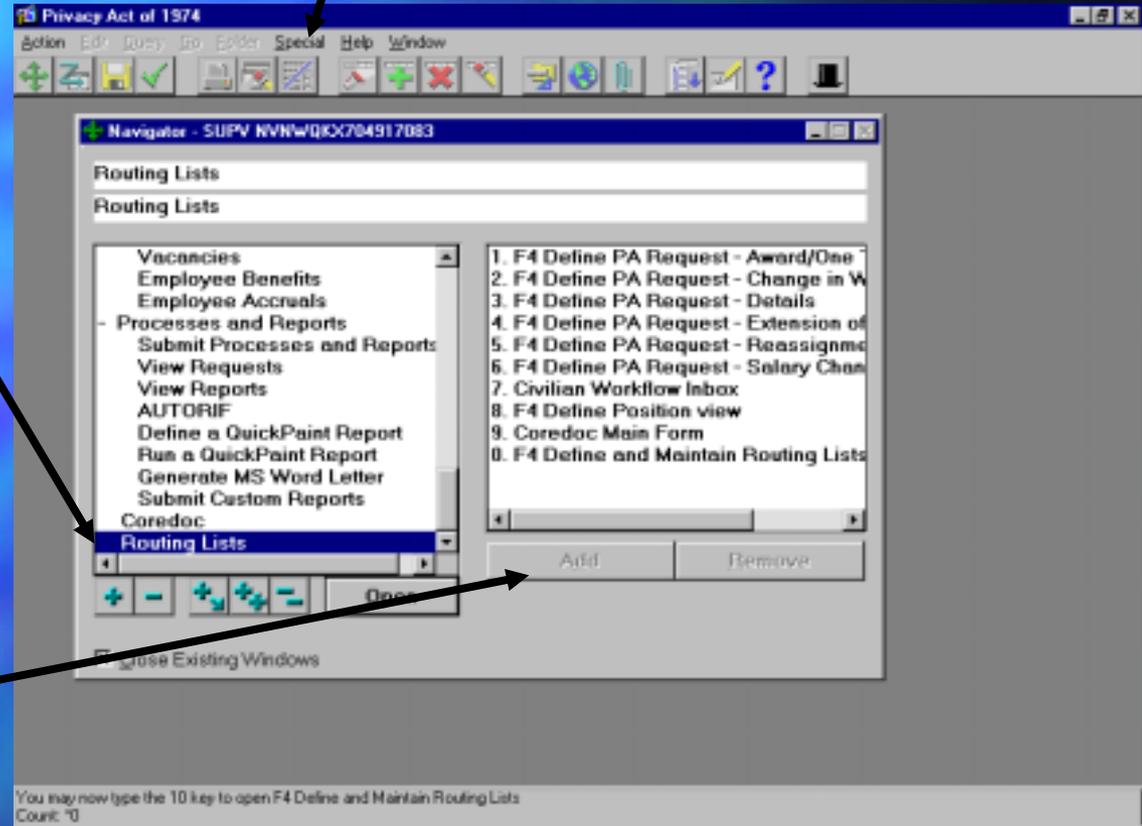
Count: \*0

# TOP TEN LIST

(1) Click on "special", choose Top 10 list

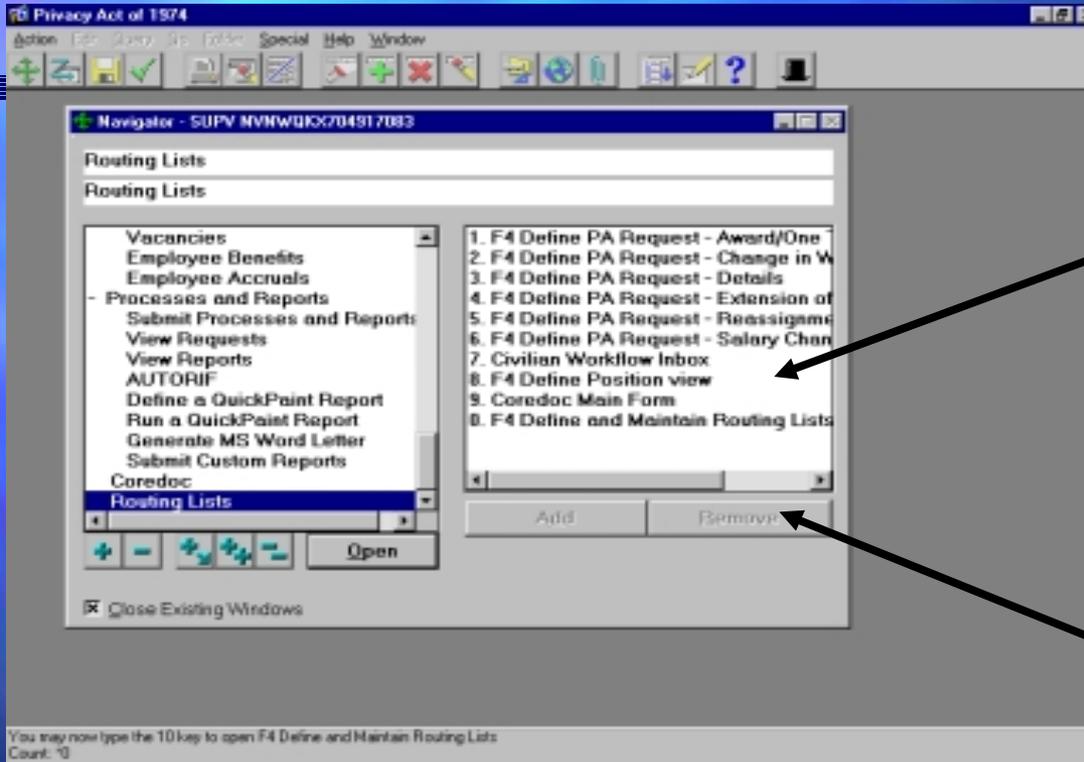
(2) Highlight item

(3) Click Add to place item on top ten list



- ◆ **Top Ten List** : Quickly opens frequently used items
- ◆ A Top 10 List can be created for each responsibility assigned
- ◆ **Note:** Item description may be worded differently on the top ten list

# TOP TEN LIST CONT.



To open top ten item:  
(1) Double click item  
or  
(2) Press number key  
on key board that  
corresponds with item  
number  
or  
(3) Select item and  
click open

Select item and click  
remove to delete an  
item from Top Ten list

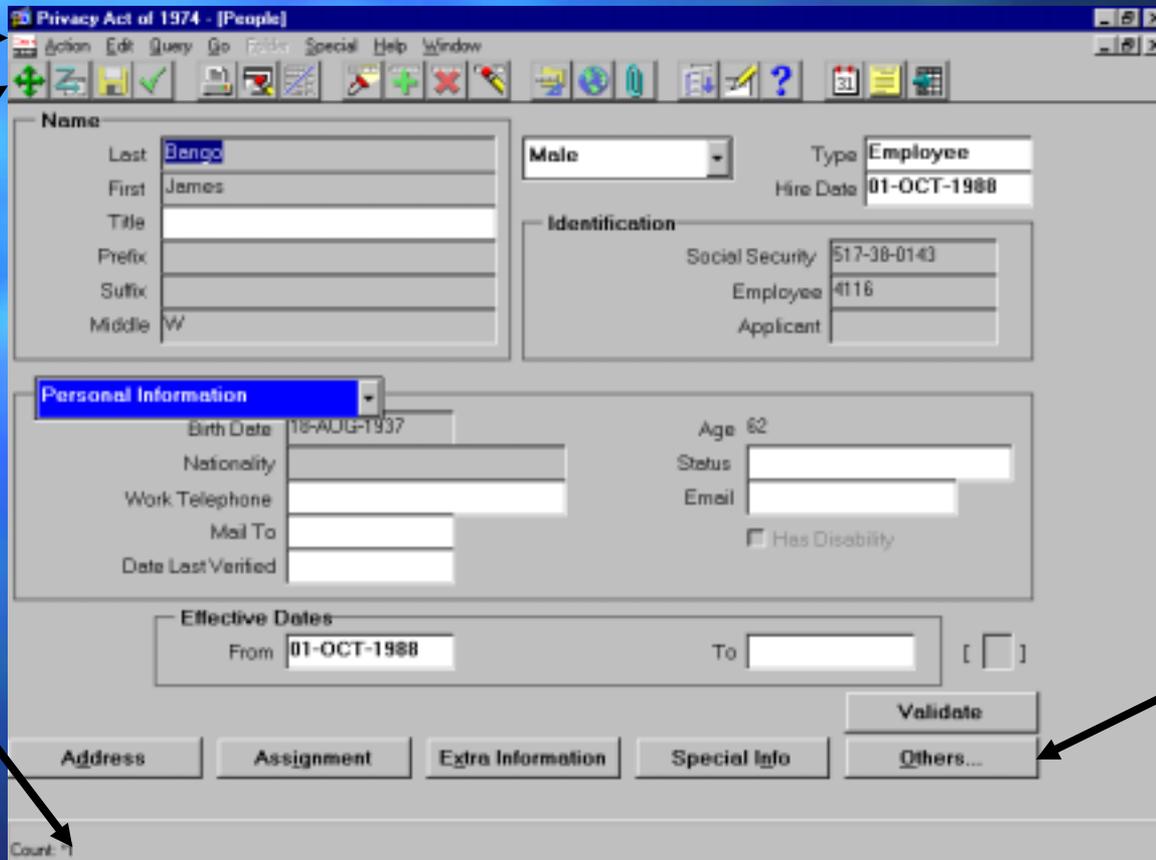
# WINDOWS FEATURES (from the People Screen)

Main menu

Tool Bar

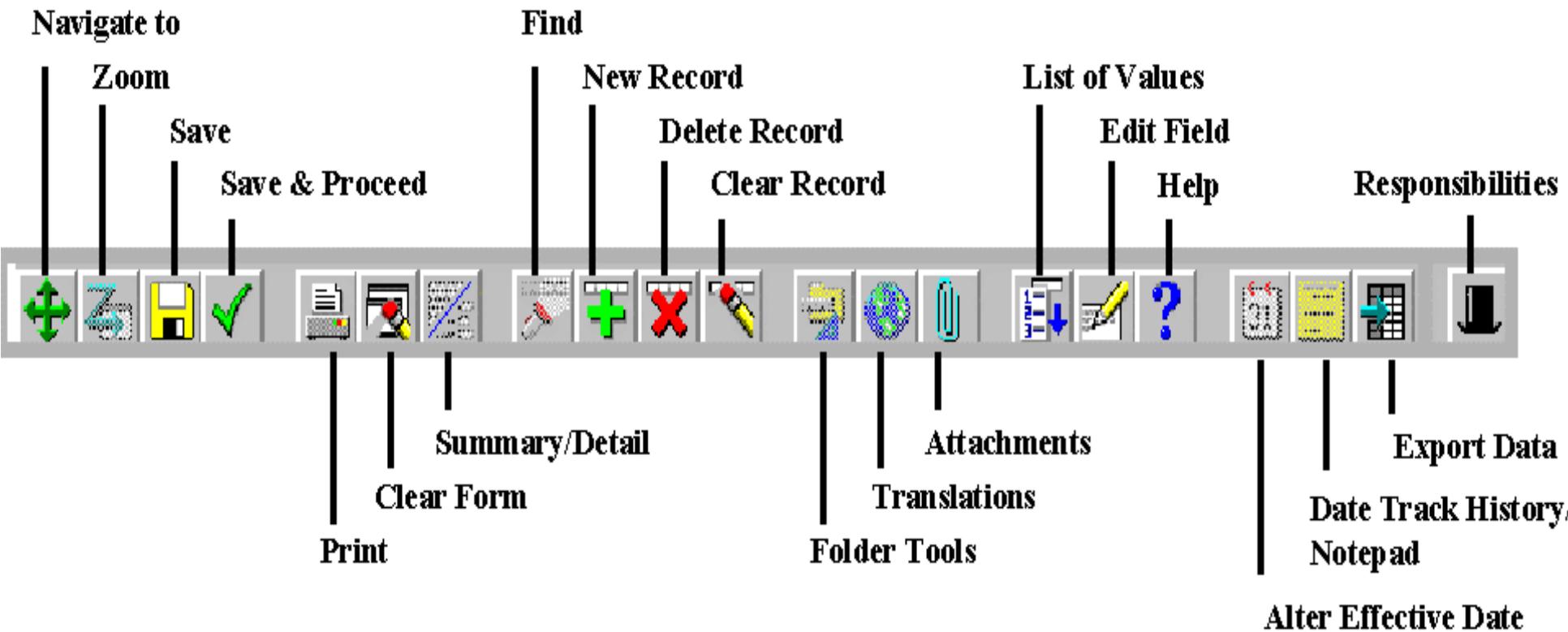
Message line

Taskflow buttons



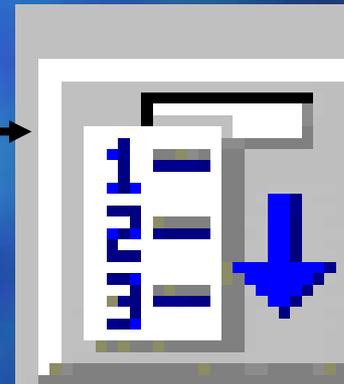
- ◆Point and click items
- ◆Keyboard shortcuts are available under "HELP"

# Toolbar Button Functions



# List of Values...

Located on the tool bar or within a flex-field and can be used to select an item from a list of valid data choices for specific data fields



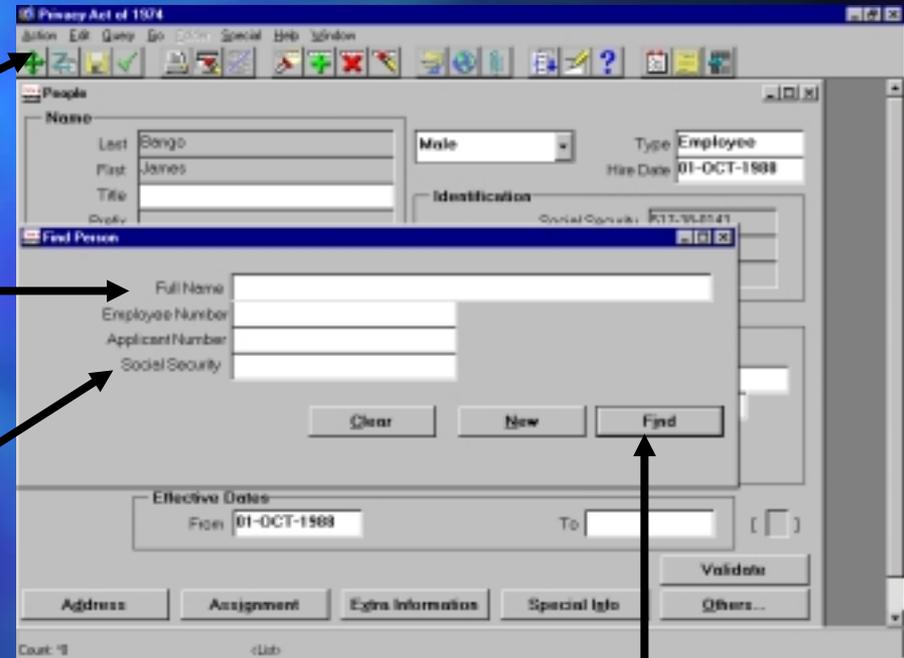
# LOV

# FINDING EMPLOYEE INFORMATION

(1) Navigate to navigator window  
click on "People", Enter and Maintain

(2) Type the whole or first few  
letters of the employees' last name  
followed by % (% = wild card)

SSN Can also be used  
to find employee



The screenshot shows a software window titled "People Act of 1994". The main window has a "People" tab and a form with fields for "Last" (Bongo), "First" (James), "Title", "Gender" (Male), "Type" (Employee), and "Hire Date" (01-OCT-1988). An "Identification" section contains a "Social Security" field with the value "R11:958241". A "Find Person" dialog box is open in the foreground, with fields for "Full Name", "Employee Number", "Applicant Number", and "Social Security". Below these fields are "Clear", "New", and "Find" buttons. At the bottom of the dialog, there is an "Effective Dates" section with a "From" field containing "01-OCT-1988" and a "To" field. The main window also has buttons for "Address", "Assignment", "Extra Information", "Special Info", and "Validate".

(3) Click on find

- ◆ List of names to select from will appear if there's more than one employee in database with same name

# FINDING POSITION INFORMATION

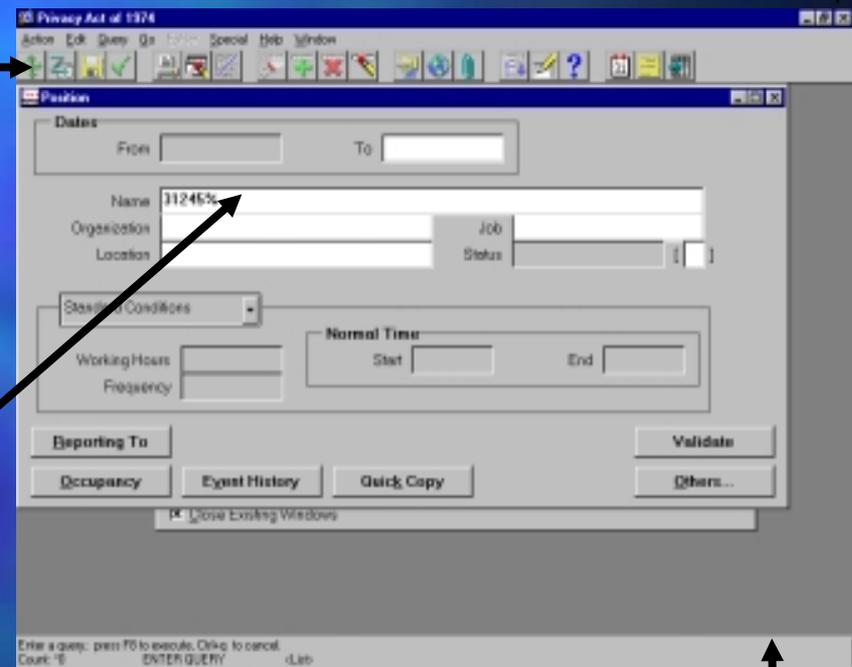
(1) Navigate to navigator window, double click on Work Structures, then click Position Description

(2) When position screen is displayed, press F7 to query database

(3) Place cursor on the name field and type in Position information (see next slide for search options)

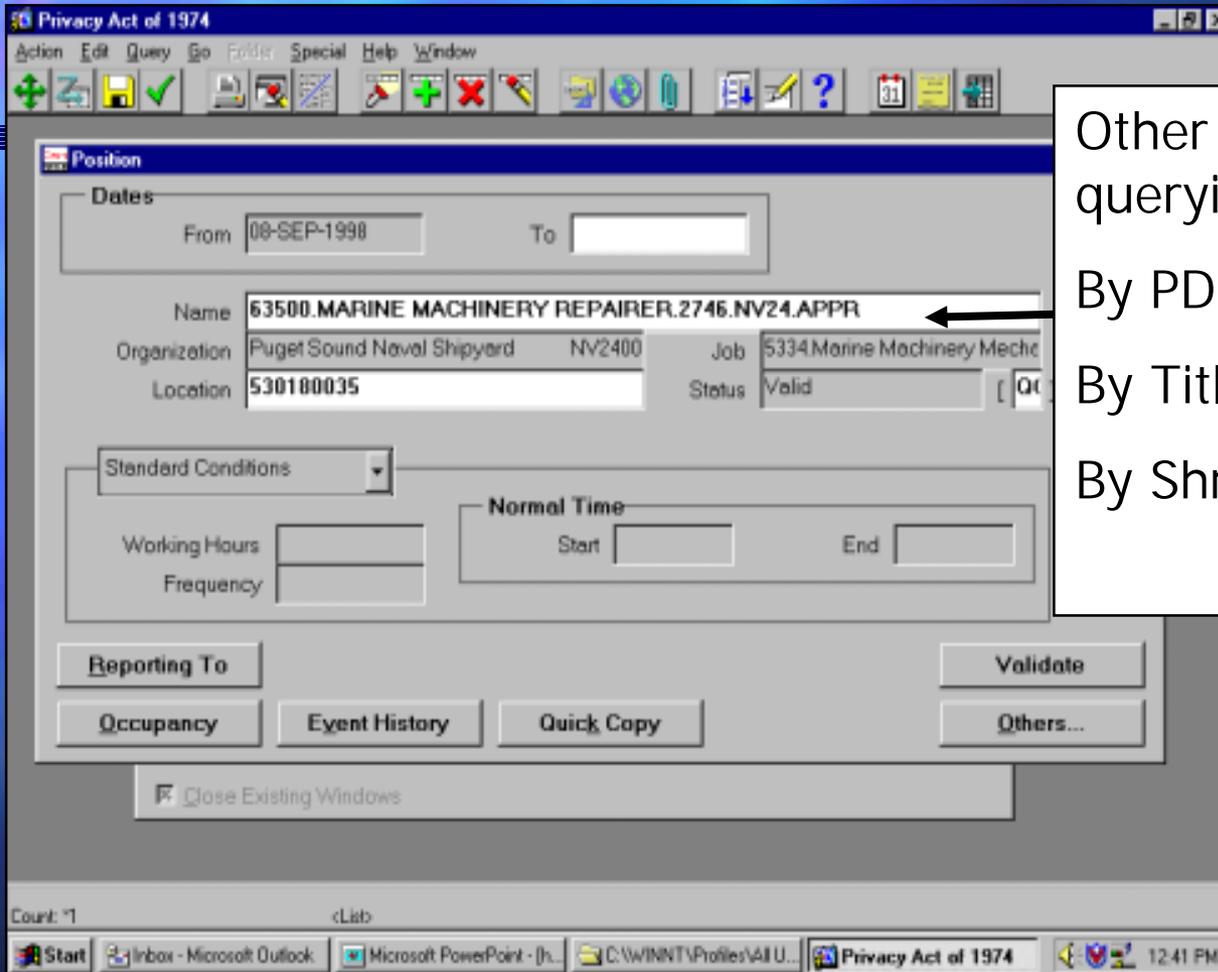
(4) Press F8 to run query

Exit  
position  
window



Status line

# FINDING POSITION INFORMATION Cont.



The screenshot shows a window titled "Privacy Act of 1974" with a menu bar (Action, Edit, Query, Go, Editor, Special, Help, Window) and a toolbar. The main area is titled "Position" and contains the following fields:

Dates	
From	08-SEP-1998
To	
Name	
63500.MARINE MACHINERY REPAIRER.2746.NV24.APPR	
Organization	Puget Sound Naval Shipyard NV2400
Job	5334 Marine Machinery Mecht
Location	530180035
Status	Valid

Below the table are sections for "Standard Conditions", "Working Hours", "Frequency", and "Normal Time" (Start, End). At the bottom are buttons for "Reporting To", "Validate", "Occupancy", "Event History", "Quick Copy", and "Others...". A "Close Existing Windows" button is also present.

Other useful shortcuts for querying positions are:

By PD #: 63500%

By Title: %.Secretary%

By Shred #: %%.12345%

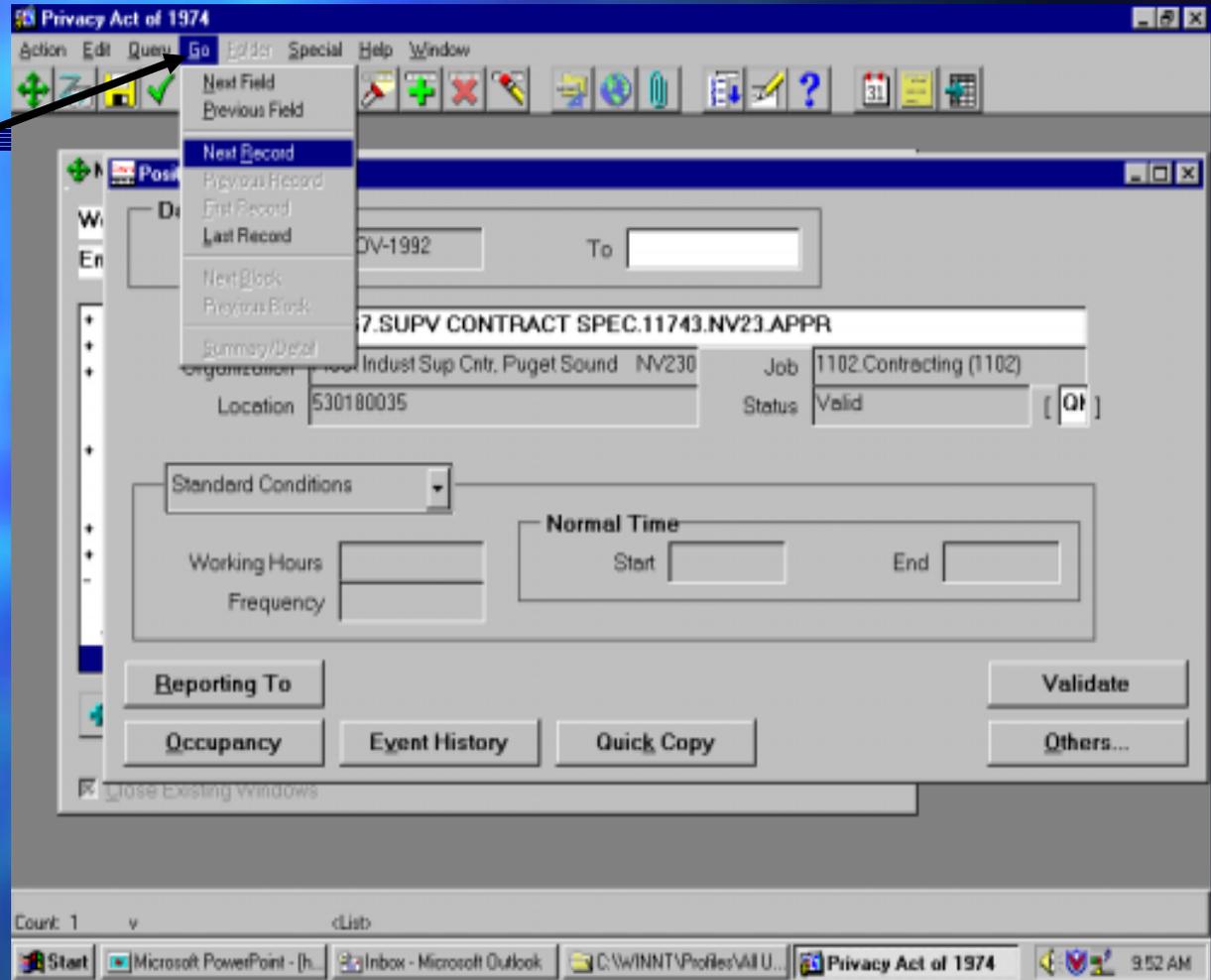
- ◆ Querying for positions will also work without the % signs  
example, for shred# ..12345

# FINDING POSITION INFORMATION Cont.

(5) Multiple positions may be retrieved after running a query. Use the **Go** on the main menu to move between positions (records) to make a selection

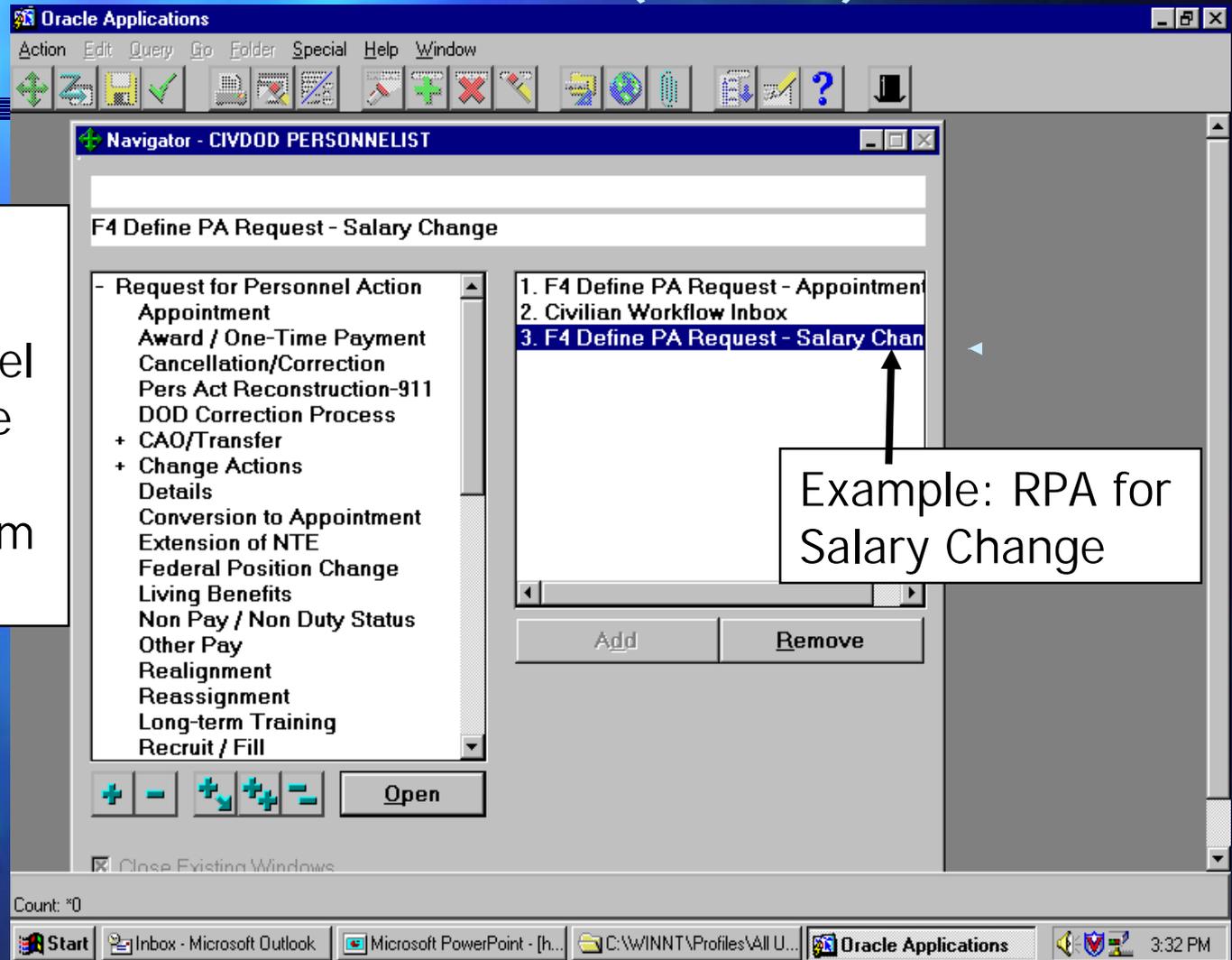
or

(6) Use the page up or down button on the key board to find the desired position



# CREATING REQUESTS FOR PERSONNEL ACTION (RPAs)

From the Navigator window expand the Request for Personnel Action and select the type of RPA to be created or select from top ten list if added



The screenshot shows the Oracle Applications Navigator window titled 'Navigator - CIVDOD PERSONNELIST'. The main window displays 'F4 Define PA Request - Salary Change'. On the left, a tree view shows the 'Request for Personnel Action' expanded, listing various RPA types such as Appointment, Award / One-Time Payment, Cancellation/Correction, Pers Act Reconstruction-911, DOD Correction Process, CAO/Transfer, Change Actions, Details, Conversion to Appointment, Extension of NTE, Federal Position Change, Living Benefits, Non Pay / Non Duty Status, Other Pay, Realignment, Reassignment, Long-term Training, and Recruit / Fill. On the right, a list of RPA types is shown, with '3. F4 Define PA Request - Salary Change' selected. Below the list are 'Add' and 'Remove' buttons. The status bar at the bottom shows 'Count: \*0'.

Example: RPA for Salary Change



# CREATING REQUESTS FOR PERSONNEL ACTION (RPAs) page 1

The screenshot shows a web-based form titled "Request for Personnel Action (Reassignment, Routing Group: HRSC-NW REGION)". The form is divided into several sections:

- Navigation:** Includes a "Notepad button" (top left), "Change Family button", "Refresh" button, and "Status" field. At the top right, there are "Previous and next page buttons" labeled "< Prev" and "Page 1 of 4 Next >".
- PART A - Requesting Office:** Contains fields for "1 Actions Requested", "2 Request Number", "3 Additional Information Call (Full Name)", "4 Telephone Number", "4 Prop. Eff. Date", "5 Action Requested By (Full Name)", "6 Title", "Request Date", "6 Action Authorized By (Full Name)", "7 Title", and "Concurrence Date".
- PART B - For Preparation of SF 50:** Contains fields for "1 Last Name", "First Name", "Middle Name", "2 Social Security Number", "3 Date of Birth", and "4 Effective Date".
- FIRST ACTION:** Includes fields for "5-A Code" (790), "5-B Nature of Action" (Reassignment), "5-C Code", "5-D Legal Authority", "5-E Code", and "5-F Legal Authority".
- SECOND ACTION:** Includes fields for "6-A Code", "6-B Nature of Action", "6-C Code", "6-D Legal Authority", "6-E Code", and "6-F Legal Authority".
- Task-Flow buttons:** Located at the bottom, including "History", "Extra Information", "Person", "Position", and "Others...".

Annotations with arrows point to the following elements:

- Notepad button
- Change Family button
- Status field
- Previous and next page buttons
- Routing Group button
- Refresh Button
- The RPA has only 4 pages
- Task-Flow buttons

- ◆ People (employee) and Position information can also be accessed from within the RPA by clicking on the Task Flow button



# CREATING REQUESTS FOR PERSONNEL ACTION (RPAs) page 1 cont.

Use LOV to populate or type full names

The screenshot shows a web-based form titled "Request for Personnel Action (Policy Change, Rating Group TRAINING)". The form is divided into several sections:

- PART A - Requesting Office:** Includes fields for "Policy Change", "Request Number", "Requested By (Full Name)", "Requested For (Full Name)", "Telephone Number", "Title", "Request Date", and "Consent/DOB".
- PART B - For Preparation of SF 50:** Includes fields for "Last Name", "First Name", "Middle Name", "Social Security Number", "Date of Birth", and "Effective Date".
- FIRST ACTION:** Includes fields for "S-A Code", "S-B Nature of Action", "S-C Code", "S-D Legal Authority", and "S-E Code", "S-F Legal Authority".
- SECOND ACTION:** Includes fields for "S-A Code", "S-B Nature of Action", "S-C Code", "S-D Legal Authority", and "S-E Code", "S-F Legal Authority".

Arrows from the text boxes point to the following fields:

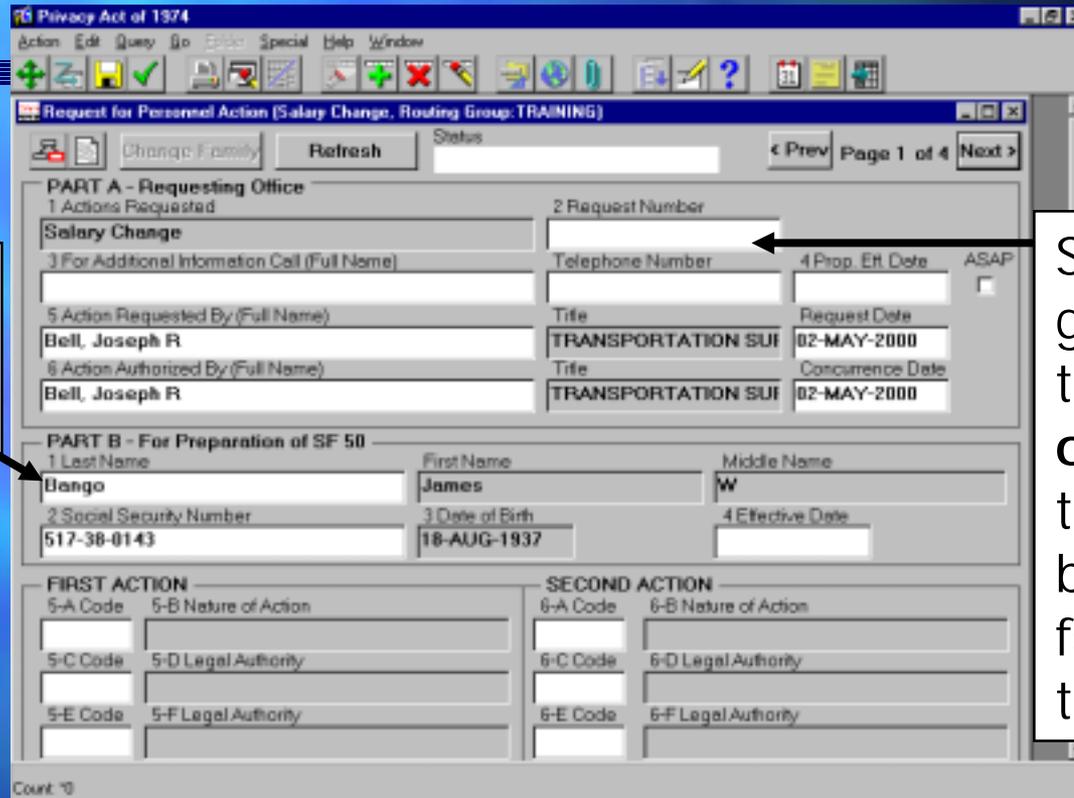
- "Requested By (Full Name)" and "Requested For (Full Name)" are pointed to by the first text box.
- "Effective Date" is pointed to by the second text box.
- "Last Name" is pointed to by the third text box.

If a proposed effective date is not entered the system will default to ASAP

Use LOV to find employee or type full name as it appears in the data base

- ◆ Cannot process RPAs on yourself nor view your own action in any group-box to which you are attached
- ◆ Cannot route to the person you are creating RPA on

# CREATING REQUESTS FOR PERSONNEL ACTION page 1 cont.



Request for Personnel Action (Salary Change, Routing Group: TRAINING)

Change Family Refresh Status < Prev Page 1 of 4 Next >

**PART A - Requesting Office**

1 Actions Requested 2 Request Number

Salary Change

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP

5 Action Requested By (Full Name) Title Request Date

Bell, Joseph R TRANSPORTATION SUI 02-MAY-2000

6 Action Authorized By (Full Name) Title Concurrence Date

Bell, Joseph R TRANSPORTATION SUI 02-MAY-2000

**PART B - For Preparation of SF 50**

1 Last Name First Name Middle Name

Bango James W

2 Social Security Number 3 Date of Birth 4 Effective Date

517-38-0143 18-AUG-1937

**FIRST ACTION**

5-A Code 5-B Nature of Action

5-C Code 5-D Legal Authority

5-E Code 5-F Legal Authority

**SECOND ACTION**

6-A Code 6-B Nature of Action

6-C Code 6-D Legal Authority

6-E Code 6-F Legal Authority

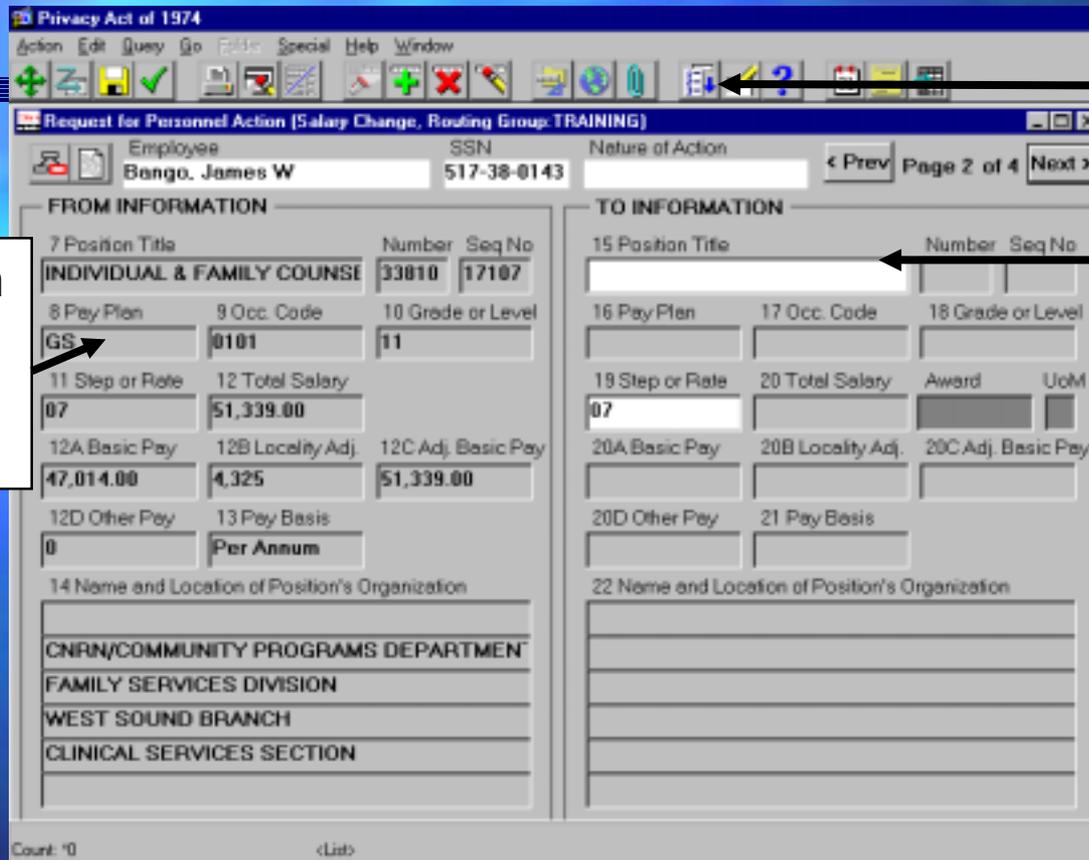
Count: 0

Populates employee information from database

System generates the RPA# **only** after the RPA has been saved for the first time

- ◆ Employee **must** be in the data base for information to populate
- ◆ NOA and effective date will be completed at the RSC

# CREATING REQUESTS FOR PERSONNEL ACTION (RPAs) - PAGE 2



Privacy Act of 1974  
Action Edit Query Go Filter Special Help Window

Request for Personnel Action [Salary Change, Routing Group: TRAINING]

Employee: Bango, James W SSN: 517-38-0143 Nature of Action: < Prev Page 2 of 4 Next >

FROM INFORMATION			TO INFORMATION			
7 Position Title	Number	Seq No	15 Position Title	Number	Seq No	
INDIVIDUAL & FAMILY COURSE	33810	17107				
8 Pay Plan	9 Occ. Code	10 Grade or Level	16 Pay Plan	17 Occ. Code	18 Grade or Level	
GS	0101	11				
11 Step or Rate	12 Total Salary		19 Step or Rate	20 Total Salary	Award	UoM
07	\$1,339.00		07			
12A Basic Pay	12B Locality Adj.	12C Adj. Basic Pay	20A Basic Pay	20B Locality Adj.	20C Adj. Basic Pay	
47,014.00	4,325	\$1,339.00				
12D Other Pay	13 Pay Basis		20D Other Pay	21 Pay Basis		
0	Per Annum					
14 Name and Location of Position's Organization			22 Name and Location of Position's Organization			
CNRN/COMMUNITY PROGRAMS DEPARTMENT						
FAMILY SERVICES DIVISION						
WEST SOUND BRANCH						
CLINICAL SERVICES SECTION						

Count: 10 <List>

Information populates from database

To find position:

(1) Click in the position field then click the LOV button

(2) Type the Position title and hit OK

(3) Select position from list

(4) Search can be narrowed by typing seq#% after the title in the **find** window on the position screen

- Position **must** be in the data base for information to populate.
- If not in the data base, place PD number (if applicable), title and related information in notes to be built by the RSC
- ◆ If position is in the database, use the LOV to find it by title

# CREATING REQUESTS FOR PERSONNEL ACTION (RPAs) PAGE 3

Privacy Act of 1974

Action Edit Query Go Fields Special Help Window

Request for Personnel Action [Salary Change, Routing Group: TRAINING]

Employee: Bango, James W      SSN: 517-38-0143      Nature of Action:       < Prev Page 3 of 4 Next >

**EMPLOYEE DATA**

23 Veterans Preference:  None      24 Tenure:  Permanent - Tenure Group      26 Veterans Preference for RIF:  No

27 FEGLI:  D0 Basic + Option A      28 Annuitant Indicator:  9 Not Applicable      29 Pay Rate Determinant:  0 Regular Rate

30 Retirement Plan:  K FERS and FICA      31 Service Comp. Date (Leave):  01-OCT-1988

32 Work Schedule:  F Full-Time      33 Part-Time Hours Per Biweekly Pay Period:

**POSITION DATA**

34 Position Occupied:       35 FLSA Category:       36 Appropriation Code: 1.  2.

37 Bargaining Unit Status:       38 Duty Station Code: 530180035      39 Duty Station (City - County - State or Overseas Location): BREMERTON / KITSAP / WASHINGTON

45 Educational Level:  17 Master's degree      46 Year Deg. Att: 1981      47 Academic Discipline: 420101 Psychology (420101)      48 Functional Class:

49 Citizenship:  1 U.S. Citizen, includes U.S. Possessions      50 Veterans Status:  N Not A Vietnam-Era Veteran      51 Supervisory Status:

Count: \*0      <List>

- ◆ Cost center code is no longer shown on the screen RPA but will show on the printed copy
- ◆ Any cost center changes must be entered in notes



# CREATING REQUESTS FOR PERSONNEL ACTION (RPAs) PAGE 4

Privacy Act of 1974

Action Edit Query Go Editor Special Help Window

Request for Personnel Action (Salary Change, Routing Group: TRAINING)

Employee: Bango, James W SSN: 517-30-0143 Nature of Action:  < Prev Page 4 of 4 Next >

**PART D - Remarks by Requesting Office**  
(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)  
 Yes  No  
Please promote Mr. Bango

**PART E - Employee Resignation/Retirement**  
Reasons for Resignation/Retirement:

Forwarding Address:  City:  State:   
Zip Code:  Country:  [ ]

**PART F - Remarks for SF 50**

Code	Description	Required
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Count: 0

Include any remarks from Requesting Office

- ◆ Remarks entered on part D of the RPA should only be remarks to be printed on the NPA (SF50). All other remarks should be entered in the notes or as attachments



# CREATING REQUESTS FOR PERSONNEL ACTION (RPAs)

Part-C Reviews and Approvals no longer shows on the screen copy of the RPA. However, permissions will be set for Approvers and Reviewers when their accounts are built at the RSC. Once the RPA has been routed through their in-box their names will appear in Part-C on the printed copy of the RPA

o85110.out - GSview

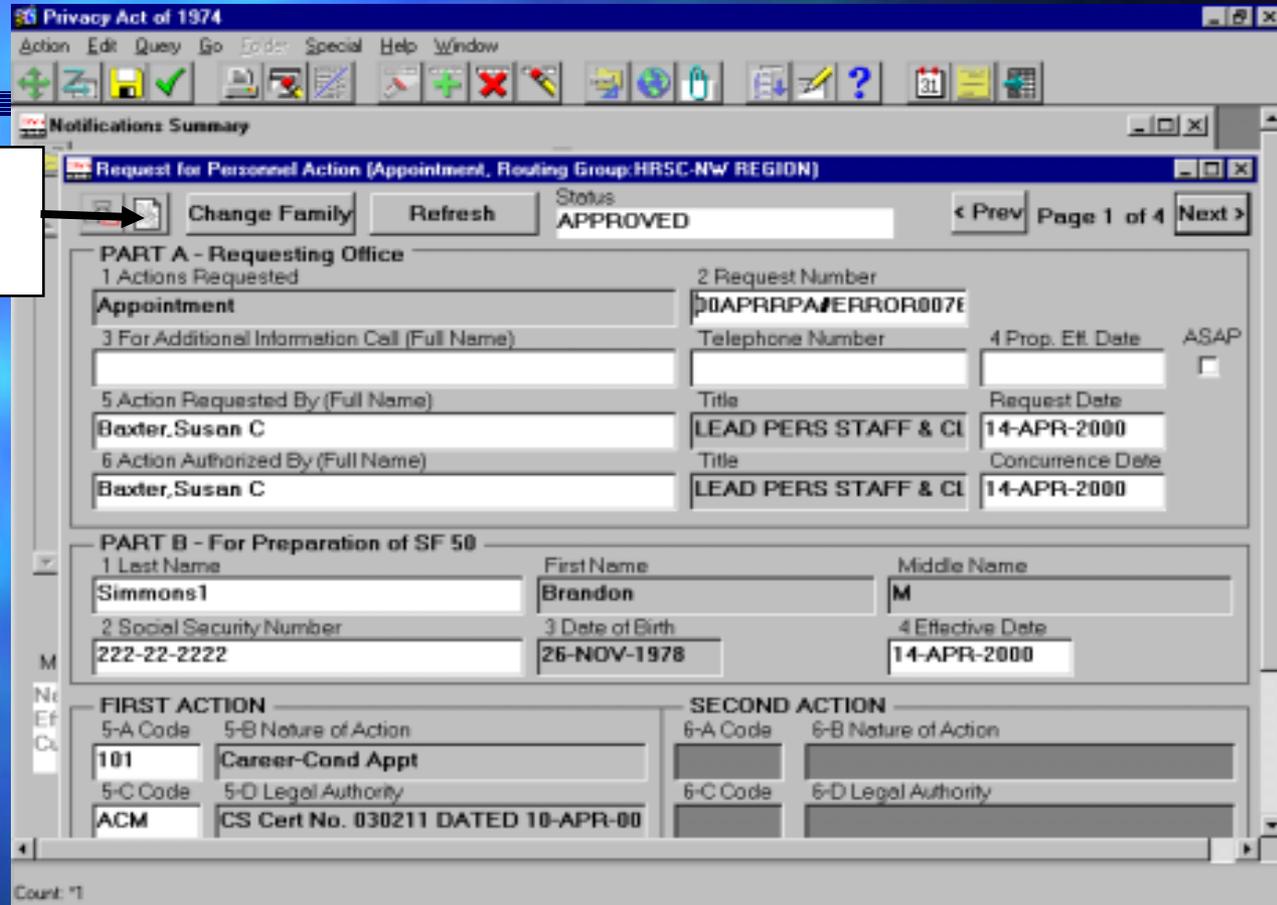
File Edit Options View Orientation Media Help

File: o85110.out Page: "1" 1 of 2

<b>EMPLOYEE DATA</b>					
23. Veterans Preference 2 1 - None 3 - 20- Point/10 Months 5 - 20- Point/Other 2 - 5-Point 4 - 20- Point/Compensable 6 - 20- Point/Compensable (SR)		24. Tenure 2 0 - None 1 - Conditional 3 - Permanent 5 - Indefinite			
27. FEGLI 31 Basic + Option B (1x) + Option A + Option C (1x)		28. Annuity Indicator 9 Not Applicable			
30. Retirement Plan K FERS and FICA		31. Service Comp. Date (Level) 03-04-1989			
32. Work Schedule G Full-Time Seasonal		33. Pay Rate Determinant 0			
34. Part-Time Hours Per Biweekly Pay Period		35. Part-Time Hours Per Period			
<b>POSITION DATA</b>					
34. Position Occupied 1 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved		35. FLSA Category N N - Nonexempt E - Exempt			
36. Appropriation Code NAVY 1		37. Bargaining Unit Status NV5560			
38. Duty Station Code 530180035		39. Duty Station (City - County - State or Overseas Location) BREMERTON / KITSAP / WASHINGTON			
40. Agency Data LIC: 80251		41. ORG: 872			
42. CC: 872		43. PAY OFF: CY/LOC ID: 168275			
44. Educational Level B4		45. Year Degree Attained			
46. Academic Discipline		47. Functional Class 00			
48. Citizenship 1 1-USA 3-Other		49. Veterans Status V			
50. Supervisory Status 8					
<b>PART C - Reviews and Approvals (Not to be used by requesting office.)</b>					
1. Office/Function		Initials/Signature		Date	
A.		Atkins, Deborah M		07-14-2000	
B.					
C.					
2. Approvals I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.		Signature Deborah M. Atkins Personnel Staff & Class Spec - Electronically Signed		Approval 07-14-2000	
CONTINUED ON REVERSE SIDE 52-119		OVER		Editions Prior to 791 Are Not Usable After 6/30/93 NSN 7540-01-333-62	

# ADDING NOTES TO RPA

To add notes to RPA,  
click here



Privacy Act of 1974

Notifications Summary

Request for Personnel Action (Appointment, Routing Group: HRSC-NW REGION)

Change Family Refresh Status APPROVED Page 1 of 4

**PART A - Requesting Office**

1 Actions Requested  
Appointment

2 Request Number  
00APRRPA/ERROR007E

3 For Additional Information Call (Full Name)  
Telephone Number

4 Prop. Eff. Date  
ASAP

5 Action Requested By (Full Name)  
Baxter, Susan C  
Title  
LEAD PERS STAFF & CI  
Request Date  
14-APR-2000

6 Action Authorized By (Full Name)  
Baxter, Susan C  
Title  
LEAD PERS STAFF & CI  
Concurrence Date  
14-APR-2000

**PART B - For Preparation of SF 50**

1 Last Name  
Simmons1  
First Name  
Brandon  
Middle Name  
M

2 Social Security Number  
222-22-2222  
3 Date of Birth  
26-NOV-1978  
4 Effective Date  
14-APR-2000

**FIRST ACTION**

5-A Code  
101  
5-B Nature of Action  
Career-Cond Appt  
5-C Code  
ACM  
5-D Legal Authority  
CS Cert No. 030211 DATED 10-APR-00

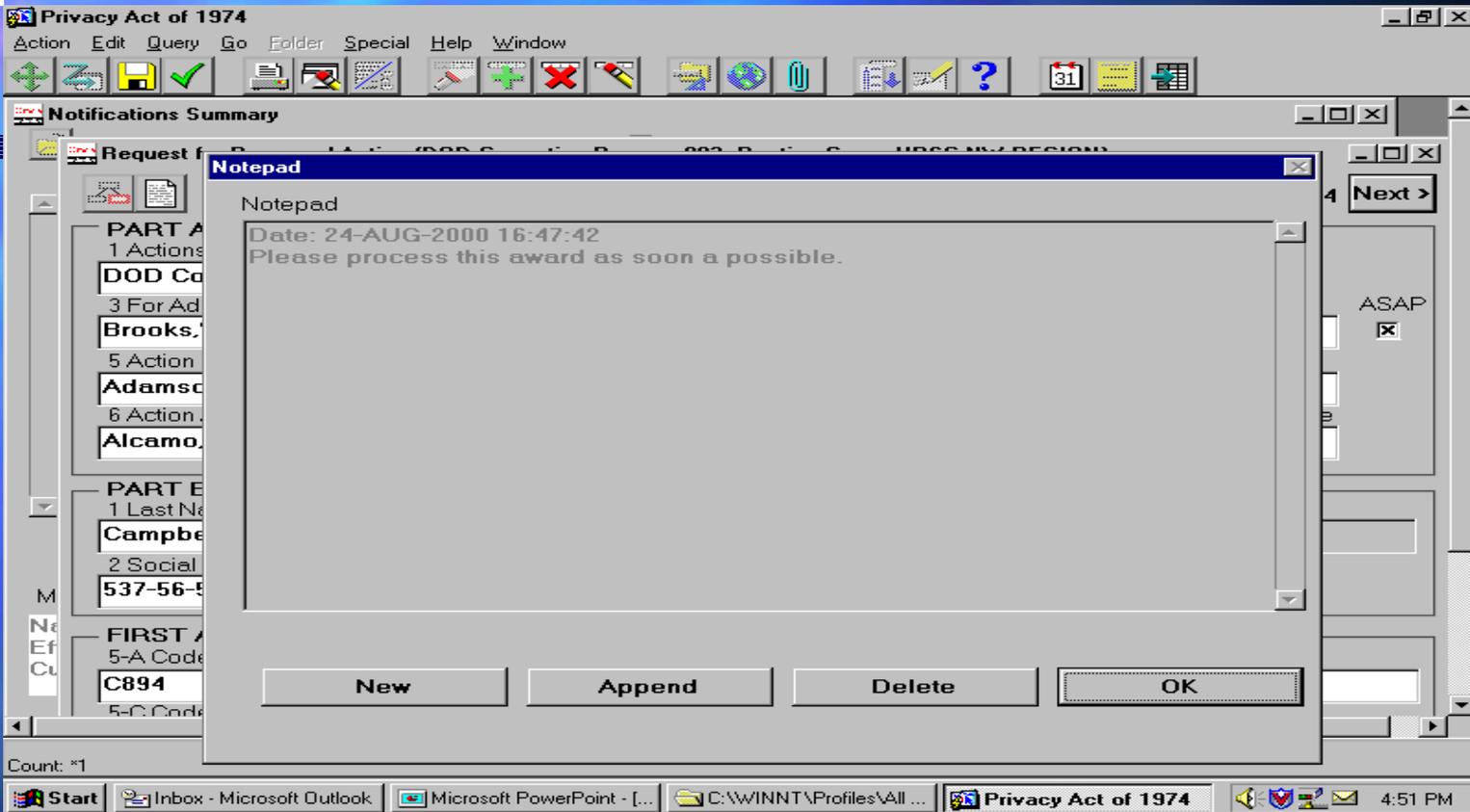
**SECOND ACTION**

6-A Code  
6-B Nature of Action  
6-C Code  
6-D Legal Authority

Count: 1

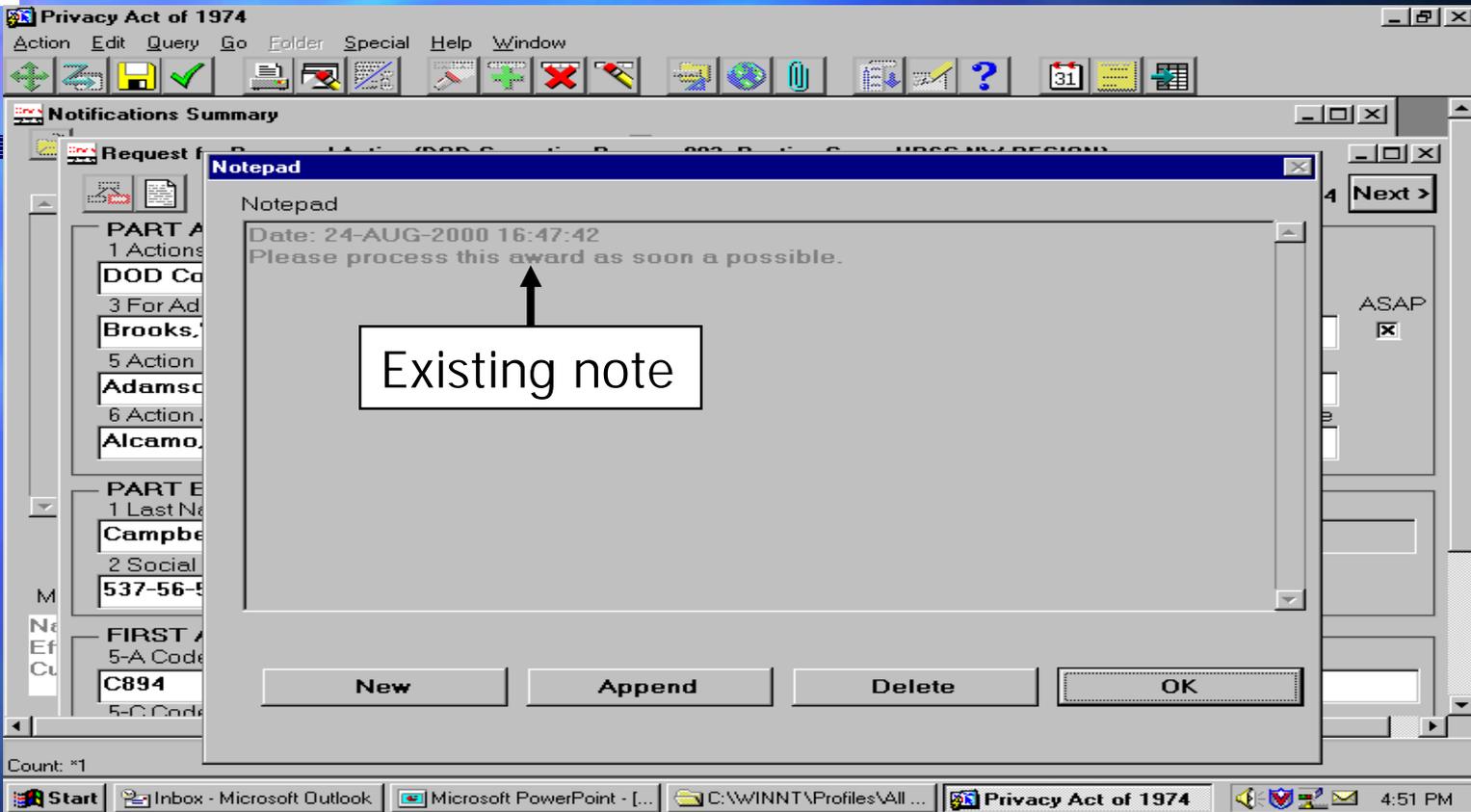
- ◆ Up to 2500 characters of information can be entered on the note pad
- ◆ Notes will print with the RPA

# ADDING NOTES TO RPA cont.



- ◆ **Notes** added to the RPA should be informal information such as: Conversations pertaining to the action, Status of the action and Area of Consideration information. **All notes will print with the RPA**

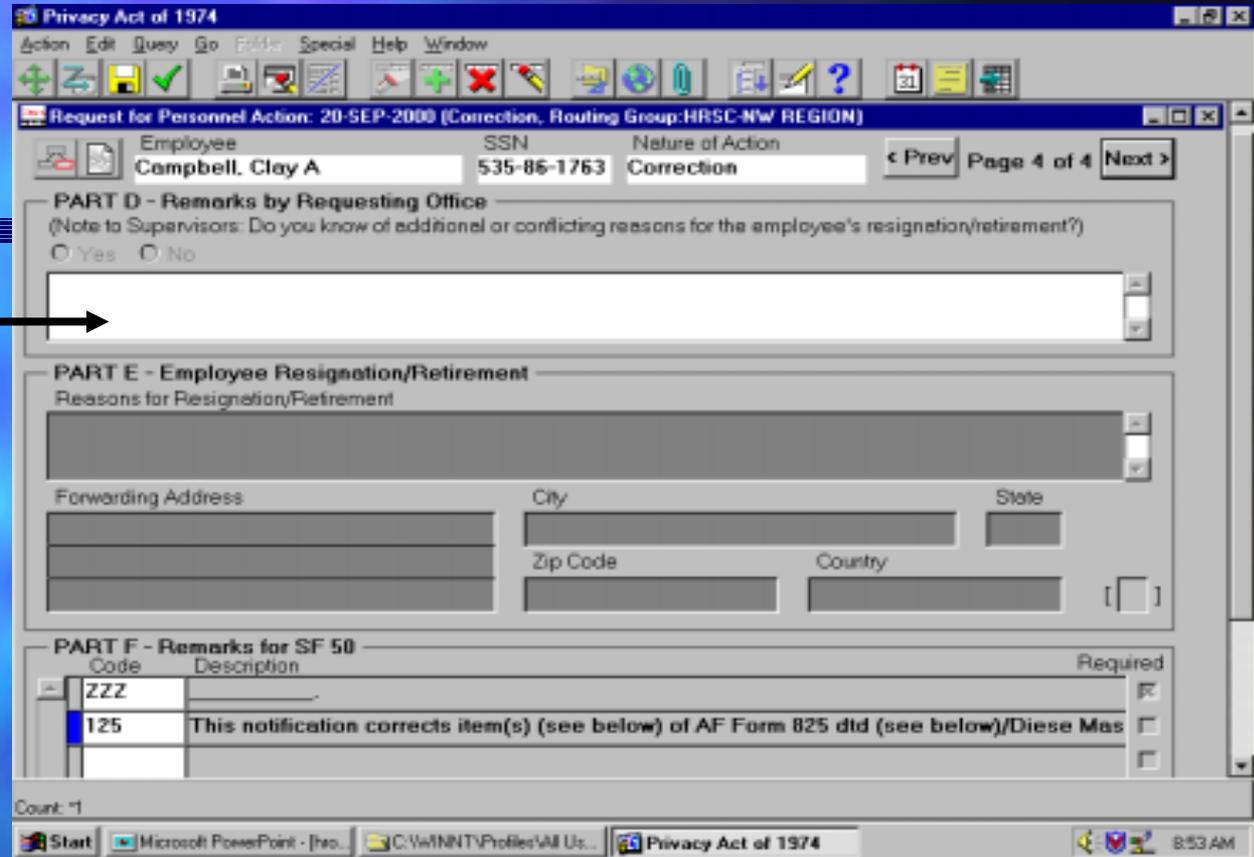
# ADDING NOTES TO RPA cont.



- ◆ Select **New** to place a note when no notes already exist
- ◆ Select **Append** to add to existing notes
- ◆ **Note:** Existing notes will be overwritten if **New** is selected to add to existing notes (always use append to add another note)

# ADDING REMARKS TO RPA

Add remarks to be transferred to the RPA here



Privacy Act of 1974

Request for Personnel Action: 20-SEP-2000 (Correction, Routing Group:HRSC-NW REGION)

Employee: Campbell, Clay A      SSN: 535-85-1763      Nature of Action: Correction

PART D - Remarks by Requesting Office  
(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)  
 Yes    No

PART E - Employee Resignation/Retirement  
Reasons for Resignation/Retirement

Forwarding Address      City      State  
Zip Code      Country

PART F - Remarks for SF 50

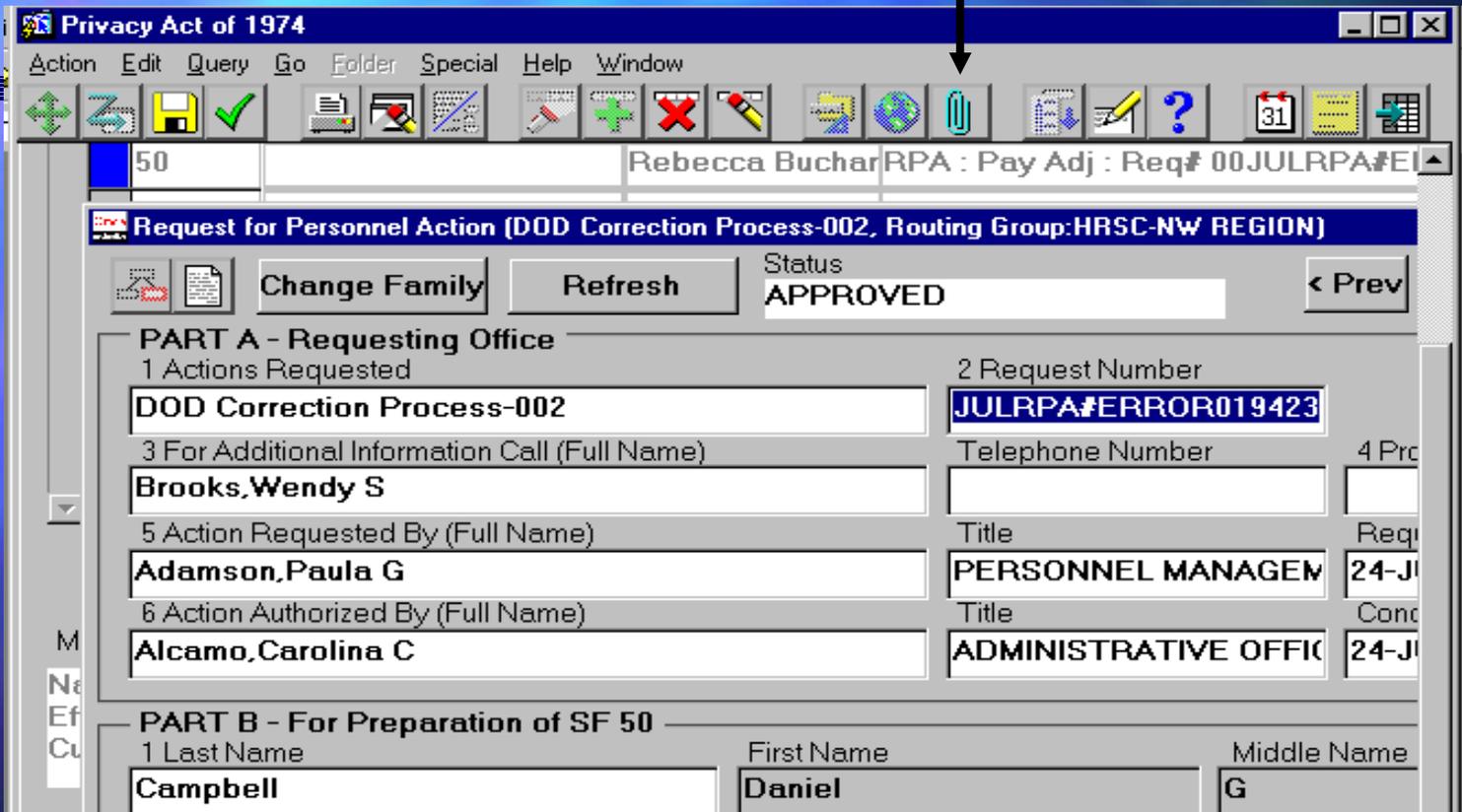
Code	Description	Required
ZZZ		<input checked="" type="checkbox"/>
125	This notification corrects item(s) (see below) of AF Form 825 dtd (see below)/Diese Mas	<input type="checkbox"/>

Count: \*1

- ◆ **Remarks** should consist of formal information such as: Career Ladders information, PPP exceptions and Certificate information.  
**All remarks will print on the NPA**

# ATTACHING DOCUMENTS TO RPA

(1) click the attachment icon



Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

50 Rebecca Buchar RPA : Pay Adj : Req# 00JULRPA#E

**Request for Personnel Action (DOD Correction Process-002, Routing Group:HRSC-NW REGION)**

Change Family Refresh Status APPROVED < Prev

**PART A - Requesting Office**

1 Actions Requested 2 Request Number  
**DOD Correction Process-002** **JULRPA#ERROR019423**

3 For Additional Information Call (Full Name) Telephone Number 4 Pr  
**Brooks,Wendy S**

5 Action Requested By (Full Name) Title Reqi  
**Adamson,Paula G** **PERSONNEL MANAGEM** **24-J**

6 Action Authorized By (Full Name) Title Conc  
**Alcamo,Carolina C** **ADMINISTRATIVE OFFIC** **24-J**

**PART B - For Preparation of SF 50**

1 Last Name First Name Middle Name  
**Campbell** **Daniel** **G**

- ◆ Attachments can be added to RPAs that you created or to RPAs sent to you through your Civilian Inbox
- ◆ **Samples of attachments are:** PDs, COREDOCs and Crediting Plans

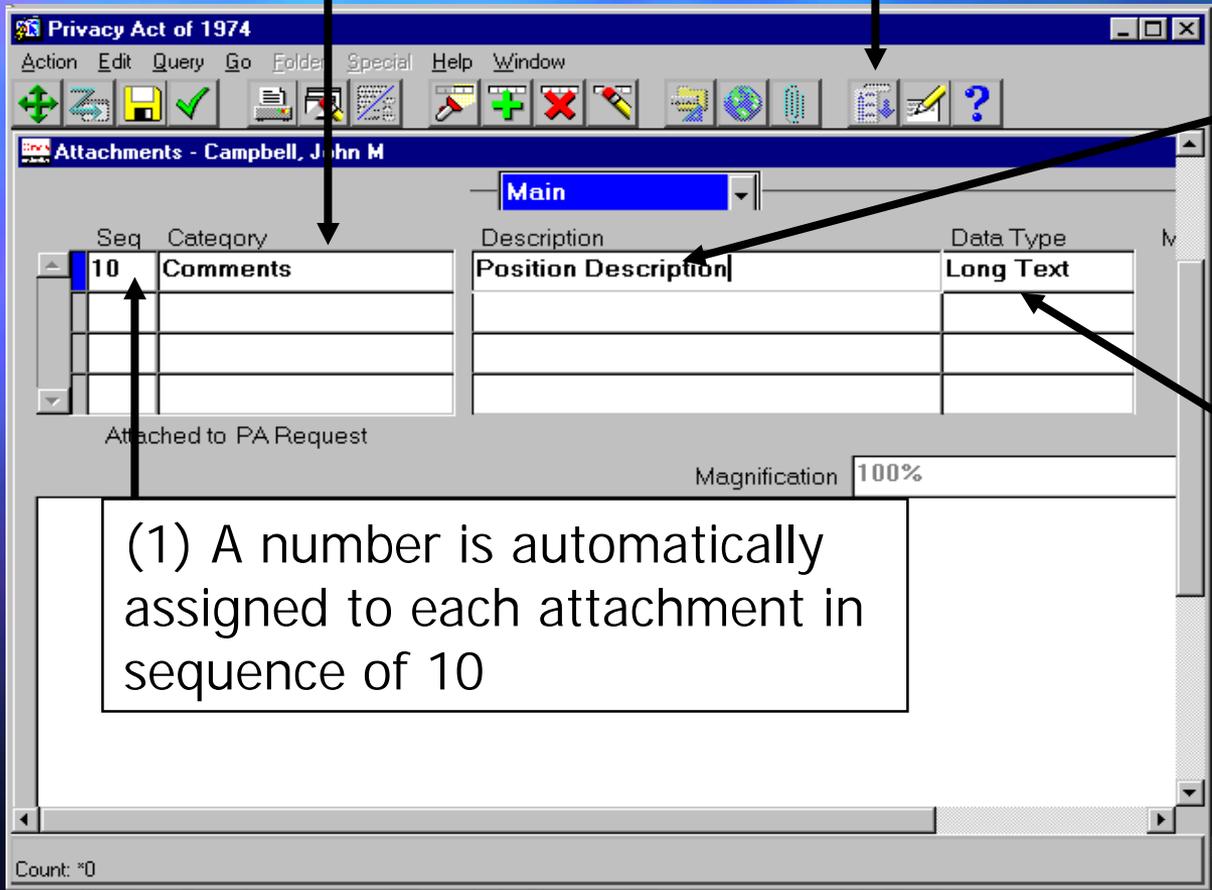
# ATTACHING DOCUMENTS TO RPA cont.

(2) Click in the category field

(3) Use LOV to select category

(4) Type description of attachment

(5) Use LOV to select Data Type



Seq	Category	Description	Data Type
10	Comments	Position Description	Long Text

Attached to PA Request

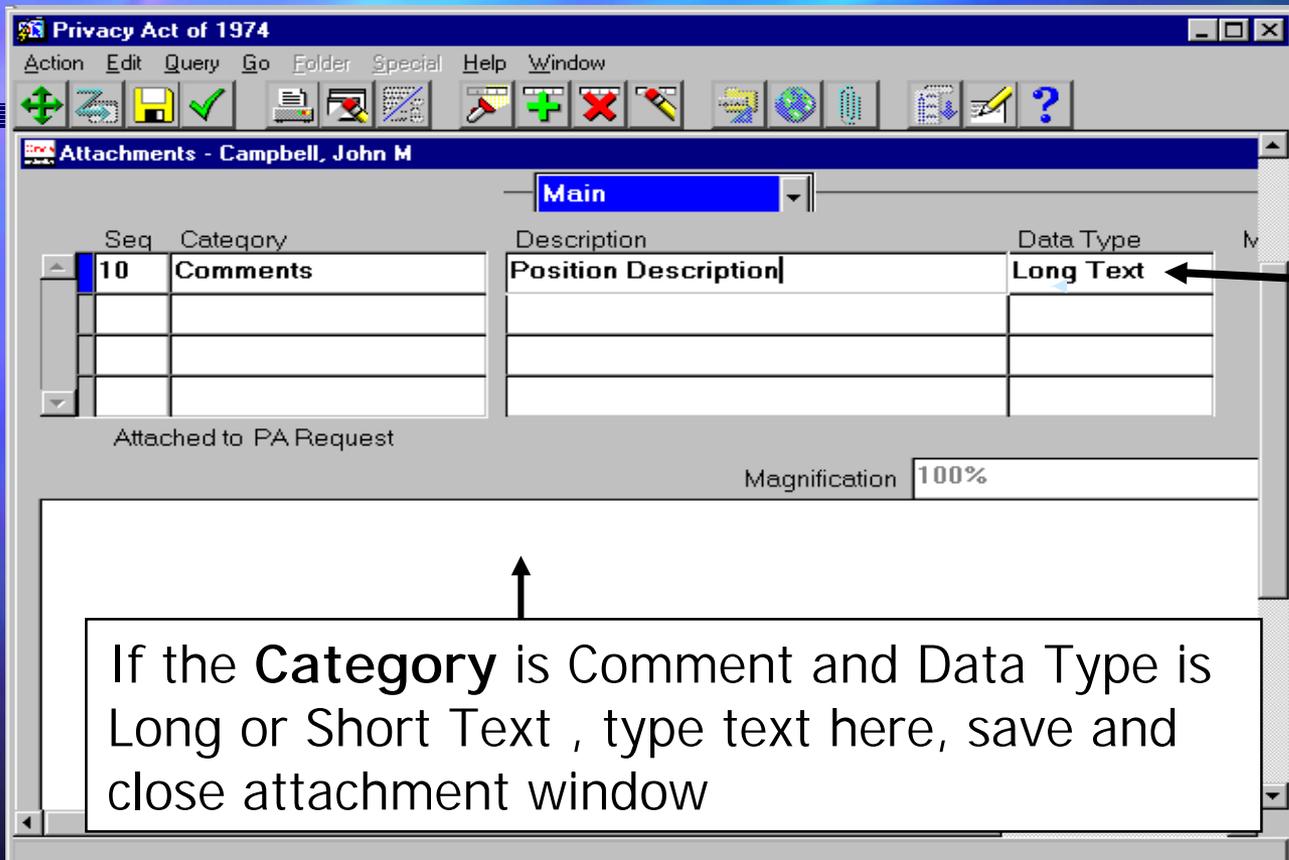
Magnification 100%

Count: \*0

(1) A number is automatically assigned to each attachment in sequence of 10

◆ Items 1 through 5 are required for **all** types of attachments

# ATTACHING DOCUMENTS TO RPA cont.



Seq	Category	Description	Data Type
10	Comments	Position Description	Long Text

Attached to PA Request

Magnification 100%

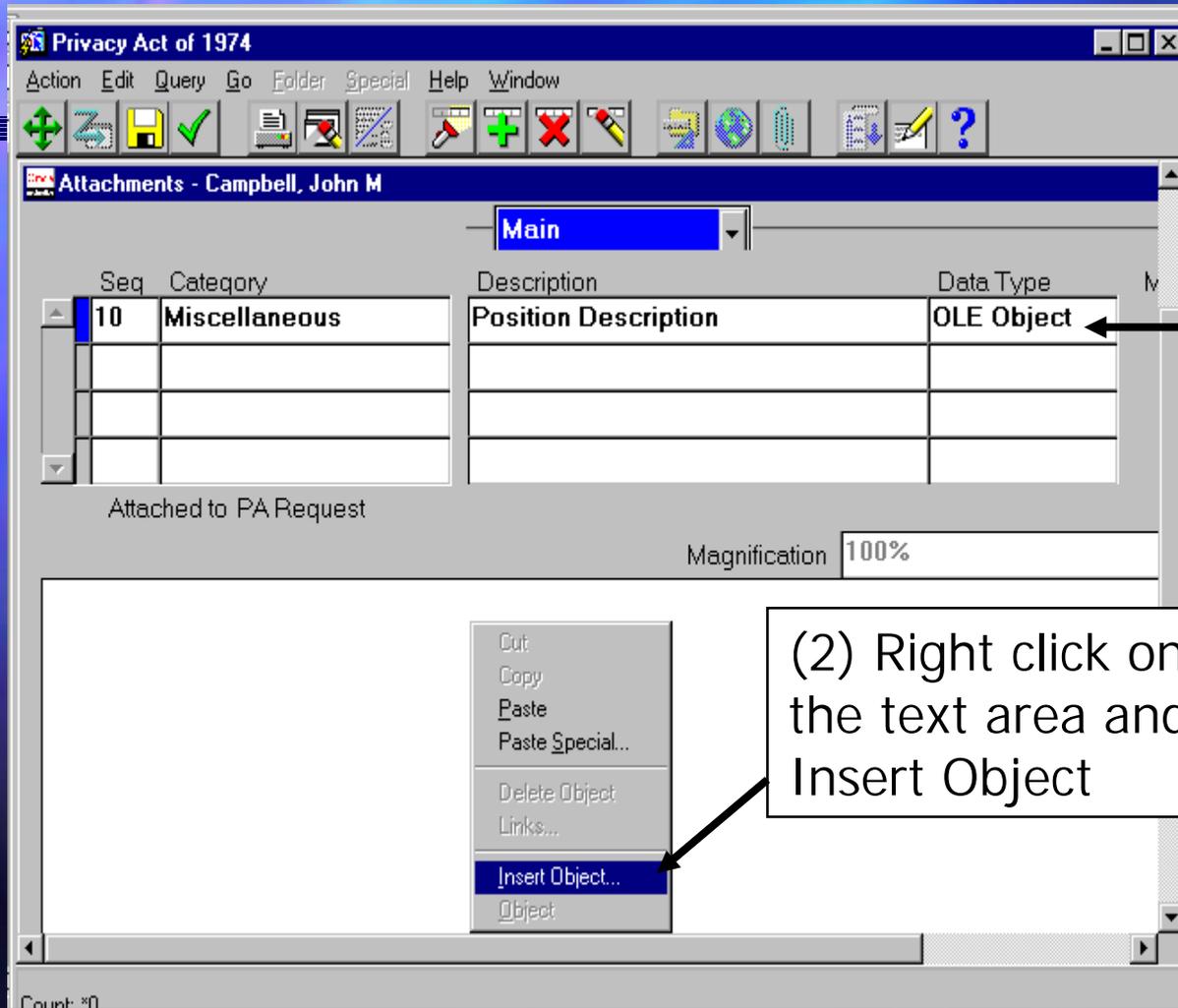
For Datatype - use LOV to select from:  
 (1) Long Text  
 (2) Short Text  
 (3) OLE object  
 ( OLE means to link an object from another file source)

If the **Category** is Comment and Data Type is Long or Short Text , type text here, save and close attachment window

- ◆ Under **Category**, use Miscellaneous to attach documents from a non-Modern source (i.e. MS Word)
- ◆ An alternative to attachments for short text is the notepad on the RPA

# ATTACHING DOCUMENTS TO RPA cont.

To attach a document from a non-modern source (slides 30-37):

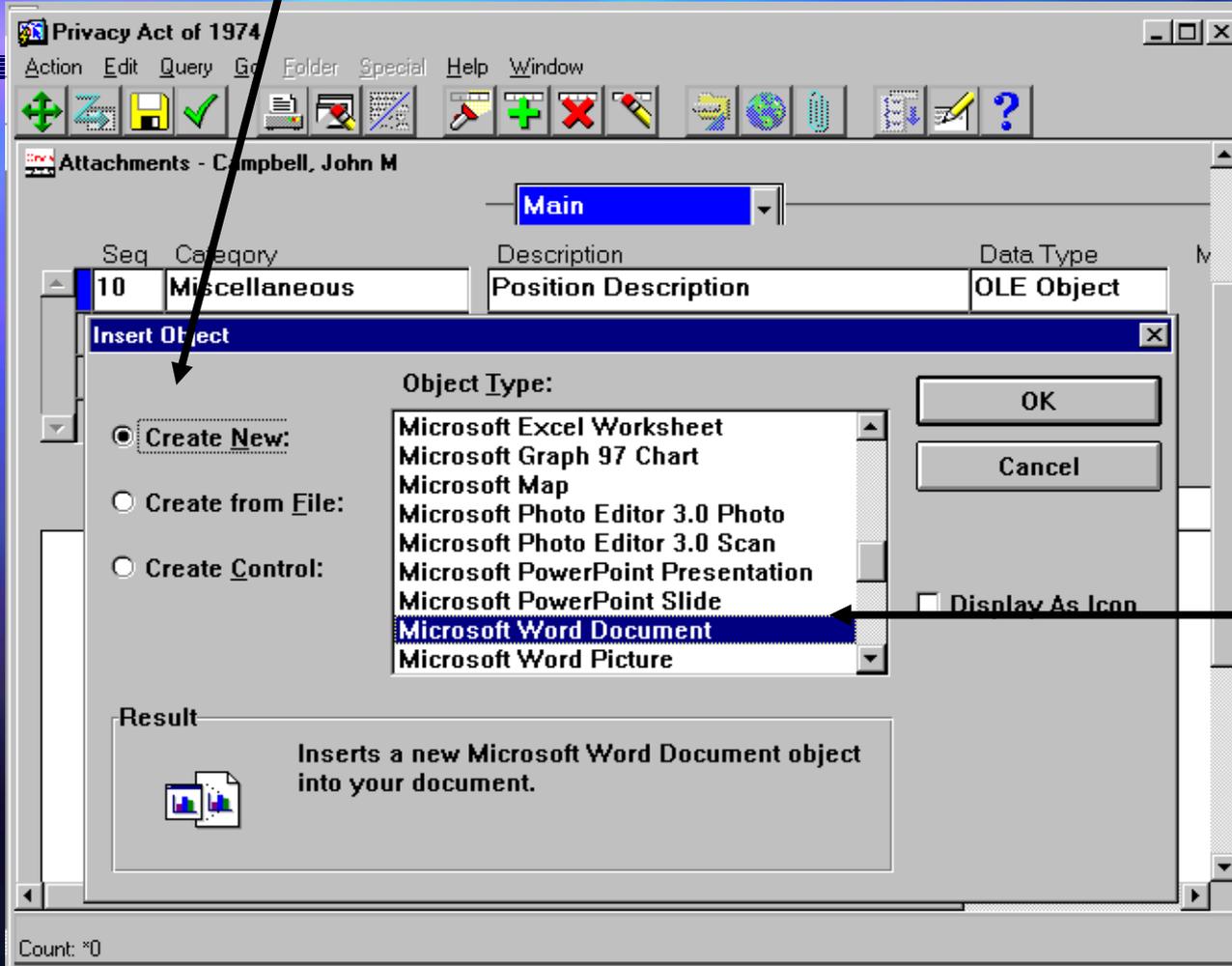


(1) Select OLE Object

(2) Right click on mouse in the text area and select Insert Object

# ATTACHING DOCUMENTS TO RPA cont.

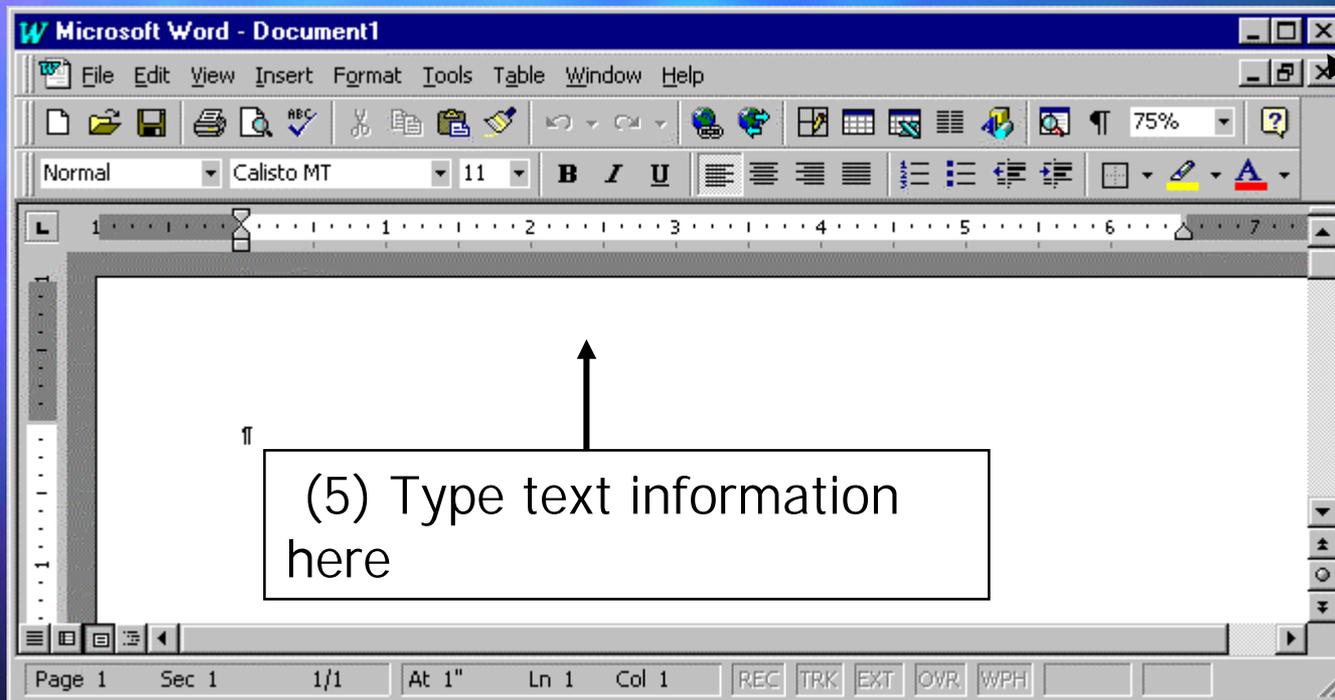
(3) Select Create New to create a document i.e. MS Word to be attached



(4) Scroll down and highlight object type then select OK

◆ Document can be created from any Object type listed

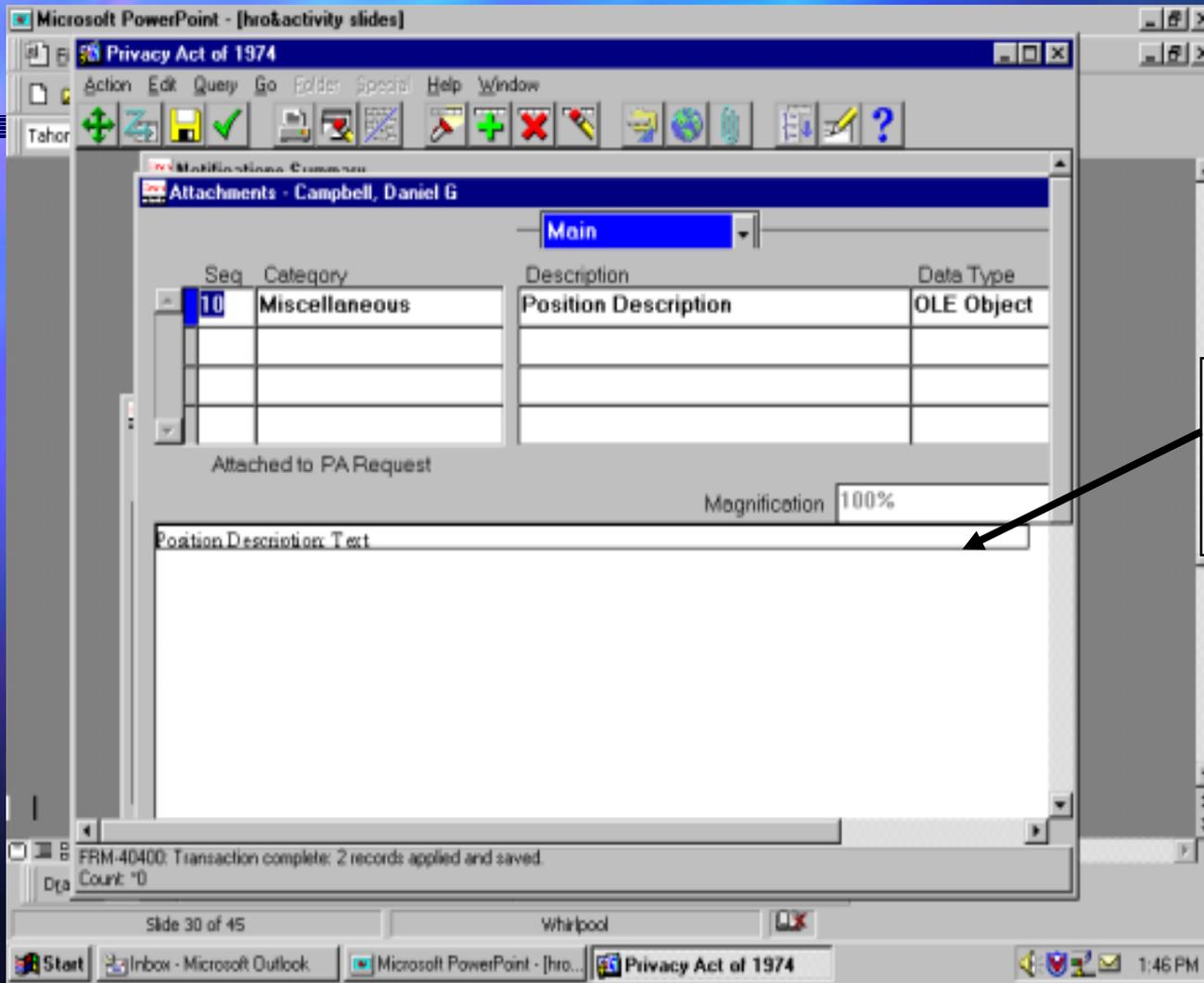
# ATTACHING DOCUMENTS TO RPA cont.



(6) Close MS Word document when finished

◆ It is not necessary to save attachment as a MS Word file

# ATTACHING DOCUMENTS TO RPA cont.



(7) After closing MS Word the typed text will appear here

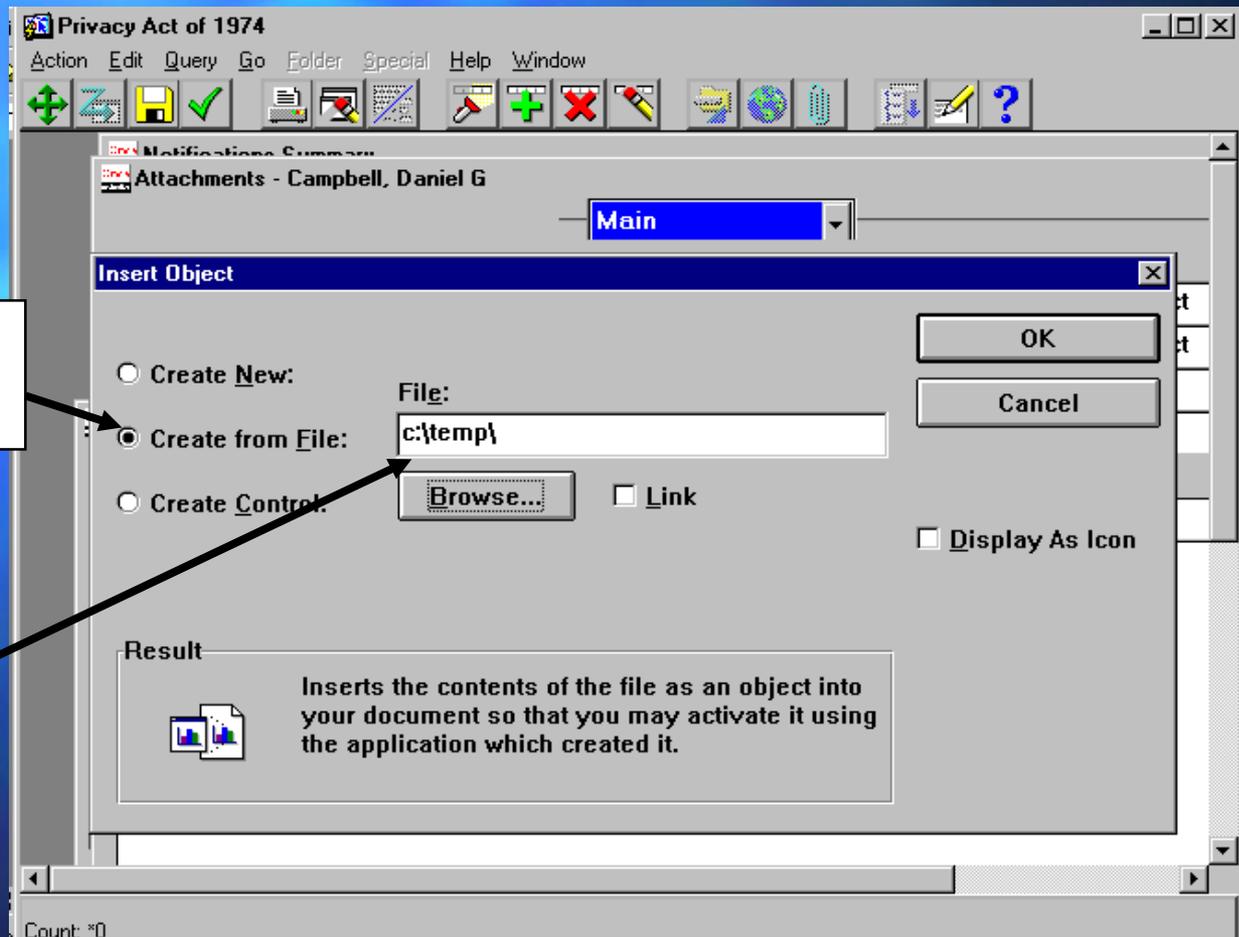
(8) Save and close attachment window or click in the next blank Seq# to add more attachments

# ATTACHING DOCUMENTS TO RPA cont.

To attach an existing file to an RPA: Follow sample to attach a document form non-Modern source to this point then:

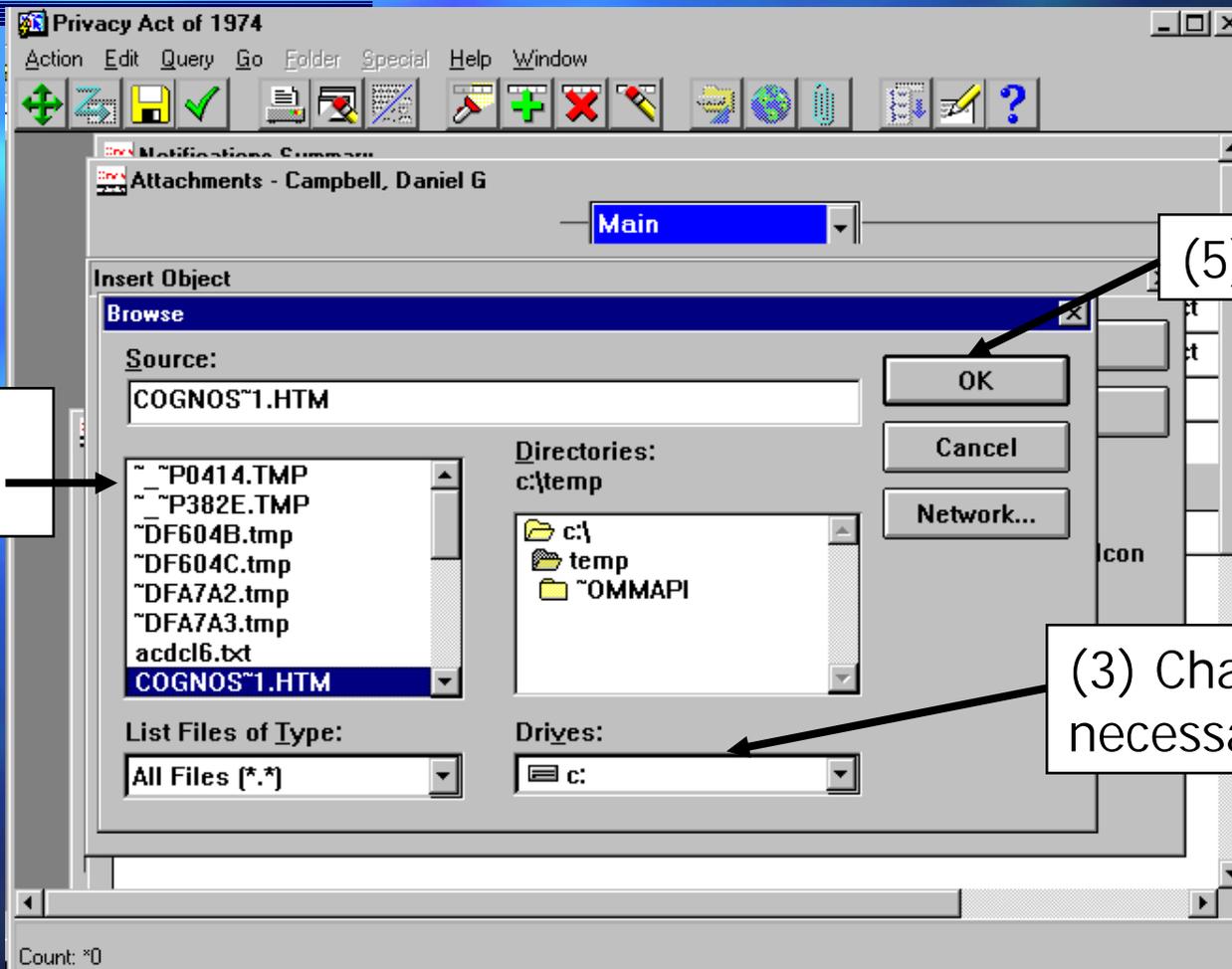
(1) Select  
Create from File

(2) File  
location can  
be typed here  
if known or  
select  
**Browse** to  
find file



# ATTACHING DOCUMENTS TO RPA cont.

If Browse is selected

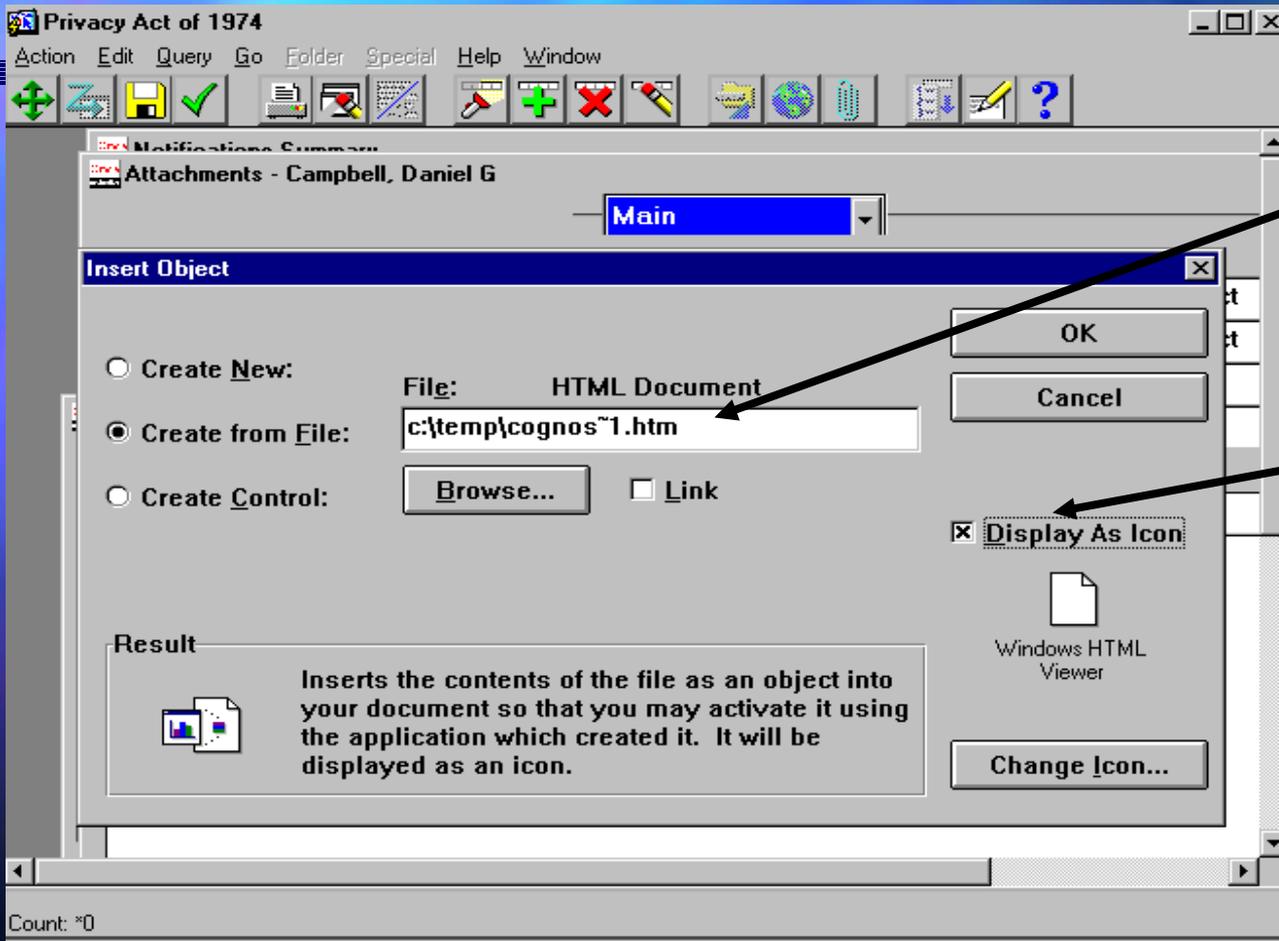


(4) Scroll to find file

(5) Select OK

(3) Change Drive if necessary

# ATTACHING DOCUMENTS TO RPA cont.



(6) File source inserted

(7) Display As Icon may be selected to display file as an Icon instead of text

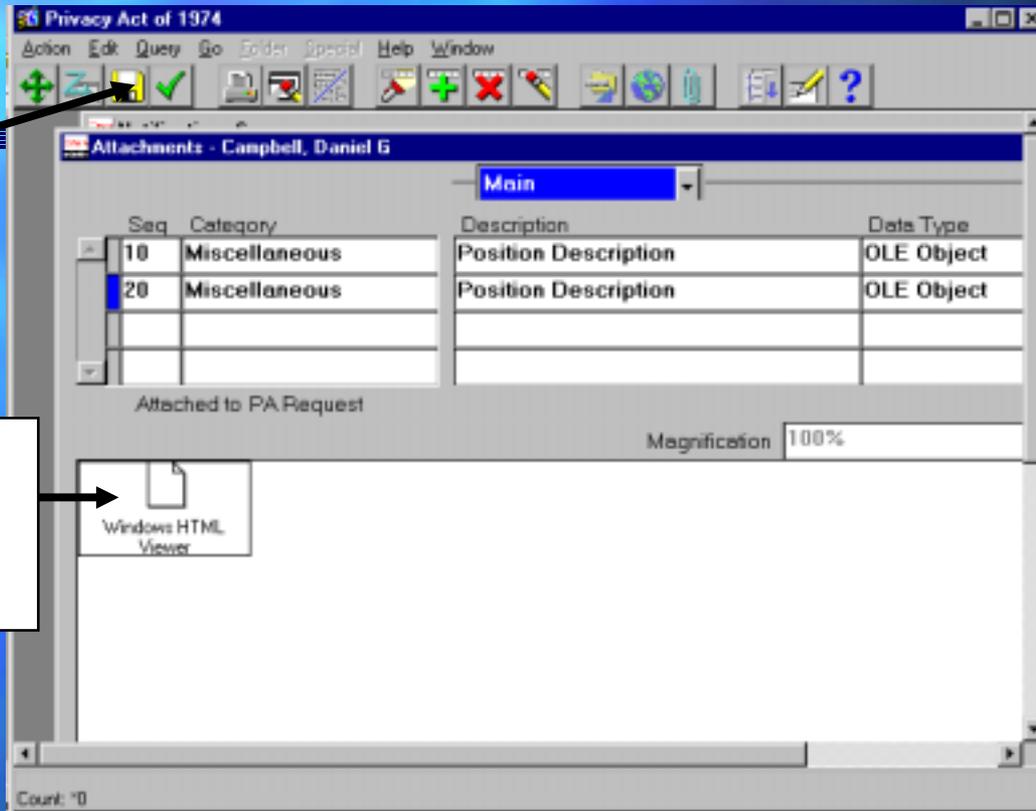
(8) Select OK

◆ Any attachment can be displayed as an Icon

# ATTACHING DOCUMENTS TO RPA cont.

(10) Save and close window

(9) Document attached as an Icon

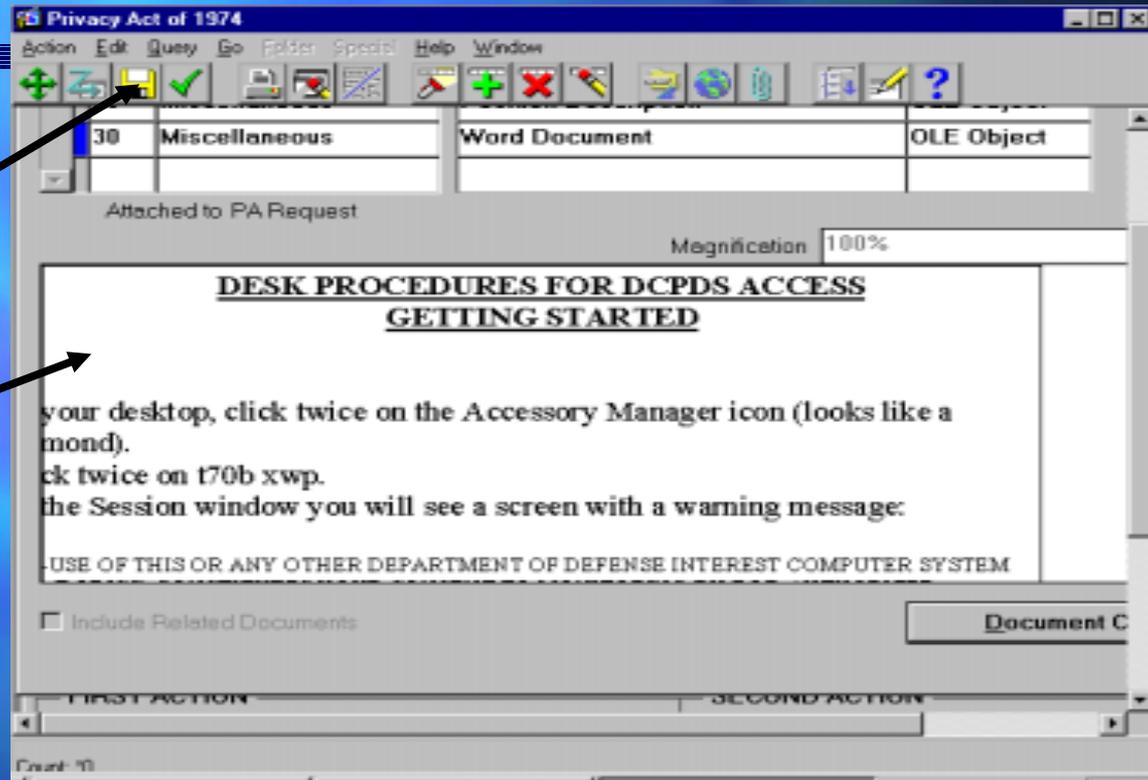


- ◆ It is better to attach large documents as Icons. Icons use less space and clicking on the Icon will open the document from its source file

# ATTACHING DOCUMENTS TO RPA cont.

All attachments must be saved

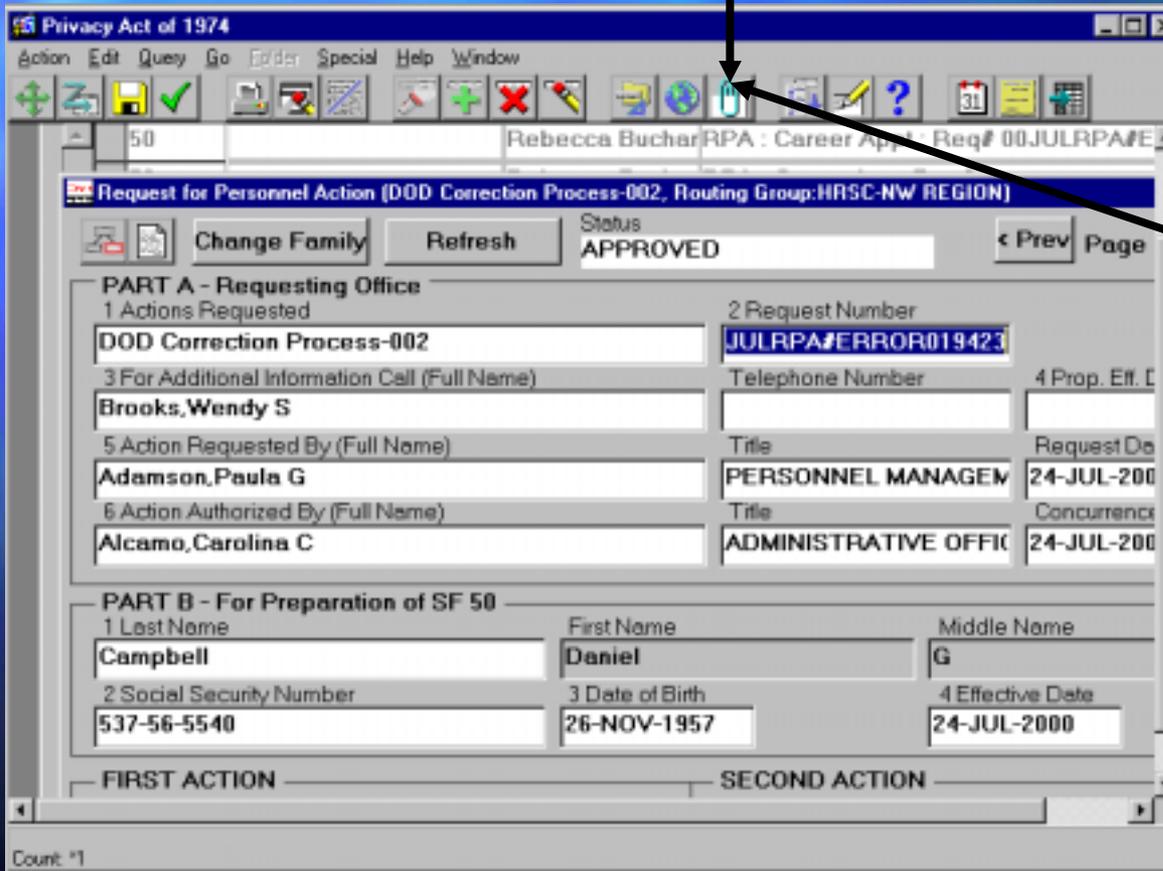
Sample of a text document **not** attached as an Icon



- ◆ Documents not attached as Icons can be too large to display in their entirety

# VIEWING ATTACHMENTS TO AN RPA cont.

After closing the Attachment window and returning to the RPA a sheet of paper will appear under the paper clip indicating it has an attachment. (It may take a few minutes to appear)



Privacy Act of 1974

Action Edit Query Go Order Special Help Window

50 Rebecca Buchar RPA : Career App: Req# 00JULRPA/E

**Request for Personnel Action (DOD Correction Process-002, Routing Group:HRSC-NW REGION)**

Change Family Refresh Status APPROVED < Prev Page

**PART A - Requesting Office**

1 Actions Requested	2 Request Number
DOD Correction Process-002	JULRPA/ERROR019423
3 For Additional Information Call (Full Name)	Telephone Number
Brooks, Wendy S	
5 Action Requested By (Full Name)	Title
Adamson, Paula G	PERSONNEL MANAGEM
6 Action Authorized By (Full Name)	Title
Alcamo, Carolina C	ADMINISTRATIVE OFFIC

**PART B - For Preparation of SF 50**

1 Last Name	First Name	Middle Name
Campbell	Daniel	G
2 Social Security Number	3 Date of Birth	4 Effective Date
537-56-5540	26-NOV-1957	24-JUL-2000

FIRST ACTION SECOND ACTION

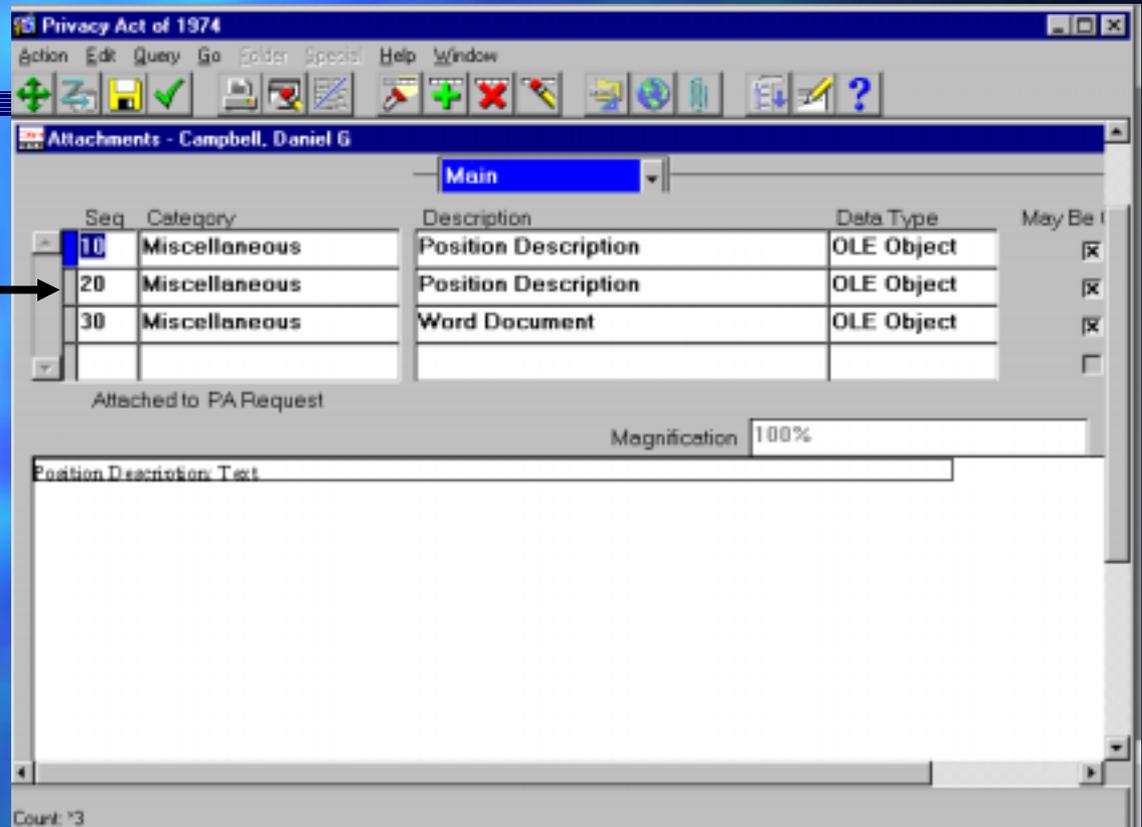
Count: 1

Double click on the paper clip to open and view attachments

# VIEWING ATTACHMENTS TO AN RPA cont.

Click in any area to open attachment

If attachment is in the form of an Icon, click on the Icon to open attachment



- To print an attachment, open the attachment and select Print from the tool bar or from the Action menu

# DELETING ATTACHMENTS

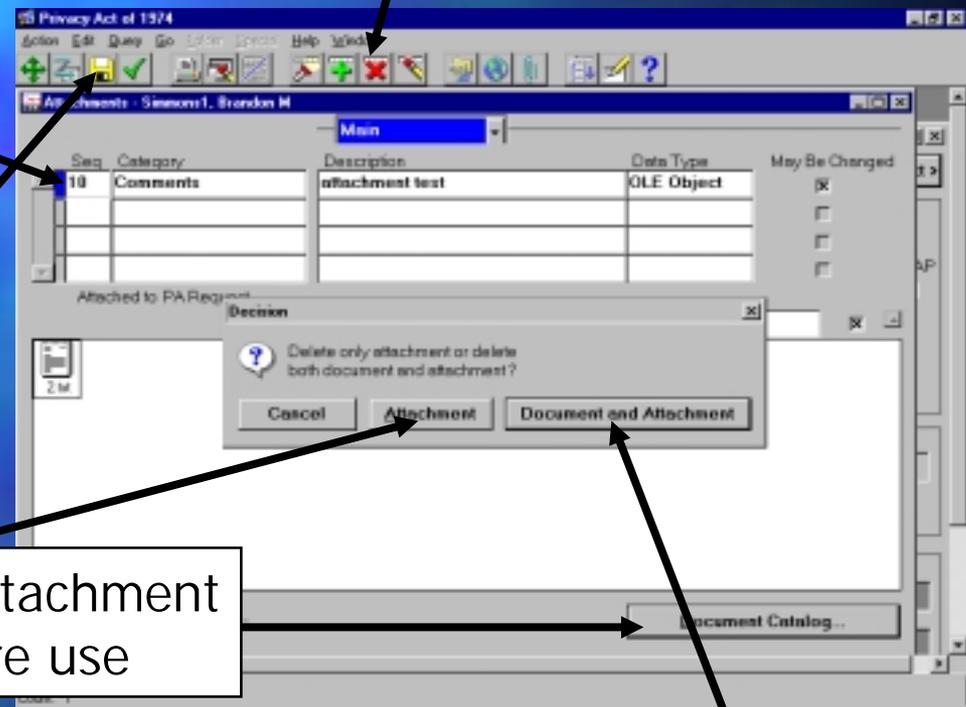
(1) Select the attachment to be deleted or unattached

(5) Save your changes and close window

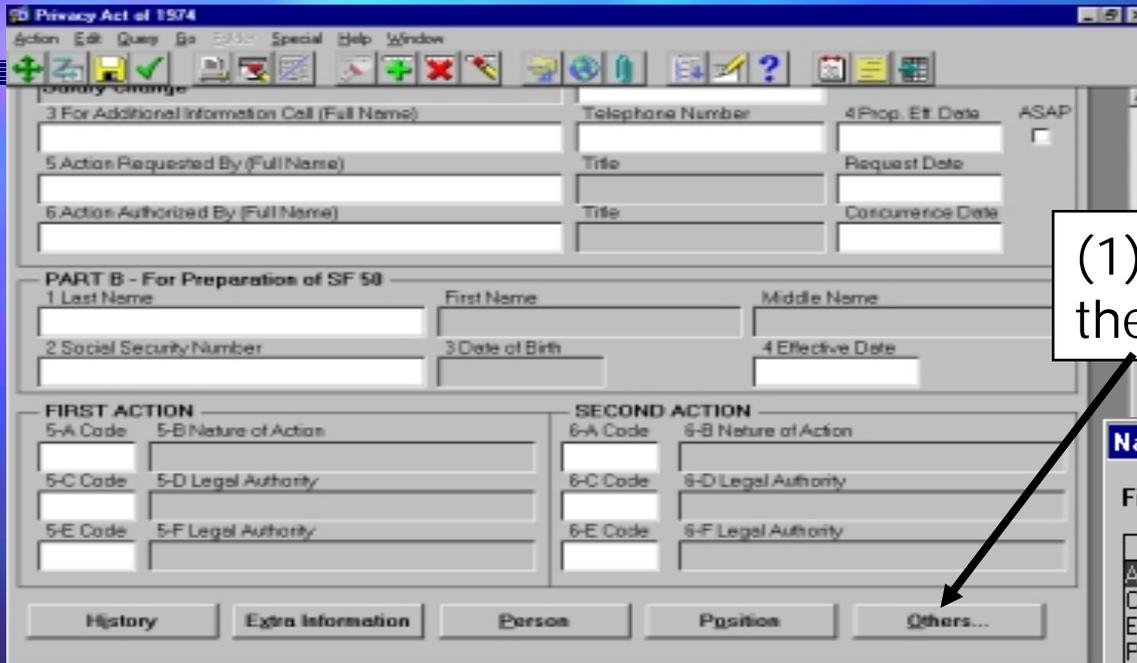
(3) Select to remove and keep attachment in the document catalog for future use

(4) Select to un-attach and remove the document

(2) Click the delete button on the tool bar (red X).  
A Decision window will appear



# ATTACHING A CORE DOCUMENT TO AN RPA



Privacy Act of 1974

Country change

3 For Additional Information Call (Full Name) Telephone Number 4 Prop. Eff. Date ASAP

5 Action Requested By (Full Name) Title Request Date

6 Action Authorized By (Full Name) Title Concurrence Date

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION SECOND ACTION

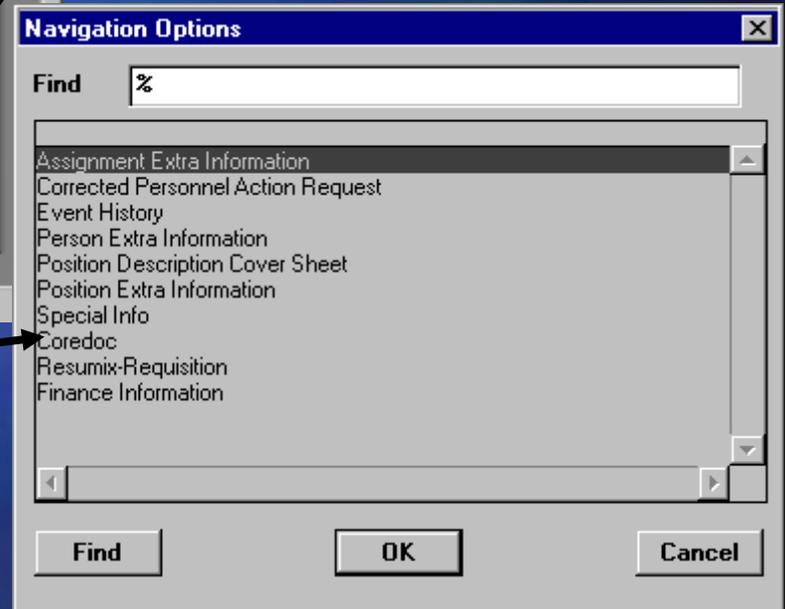
5-A Code 5-B Nature of Action 6-A Code 6-B Nature of Action

5-C Code 5-D Legal Authority 6-C Code 6-D Legal Authority

5-E Code 5-F Legal Authority 6-E Code 6-F Legal Authority

History Extra Information Person Position Others...

(1) Open the RPA and click on the "Others" task-flow button



Navigation Options

Find %

- Assignment Extra Information
- Corrected Personnel Action Request
- Event History
- Person Extra Information
- Position Description Cover Sheet
- Position Extra Information
- Special Info
- Coredoc
- Resumix-Requisition
- Finance Information

Find OK Cancel

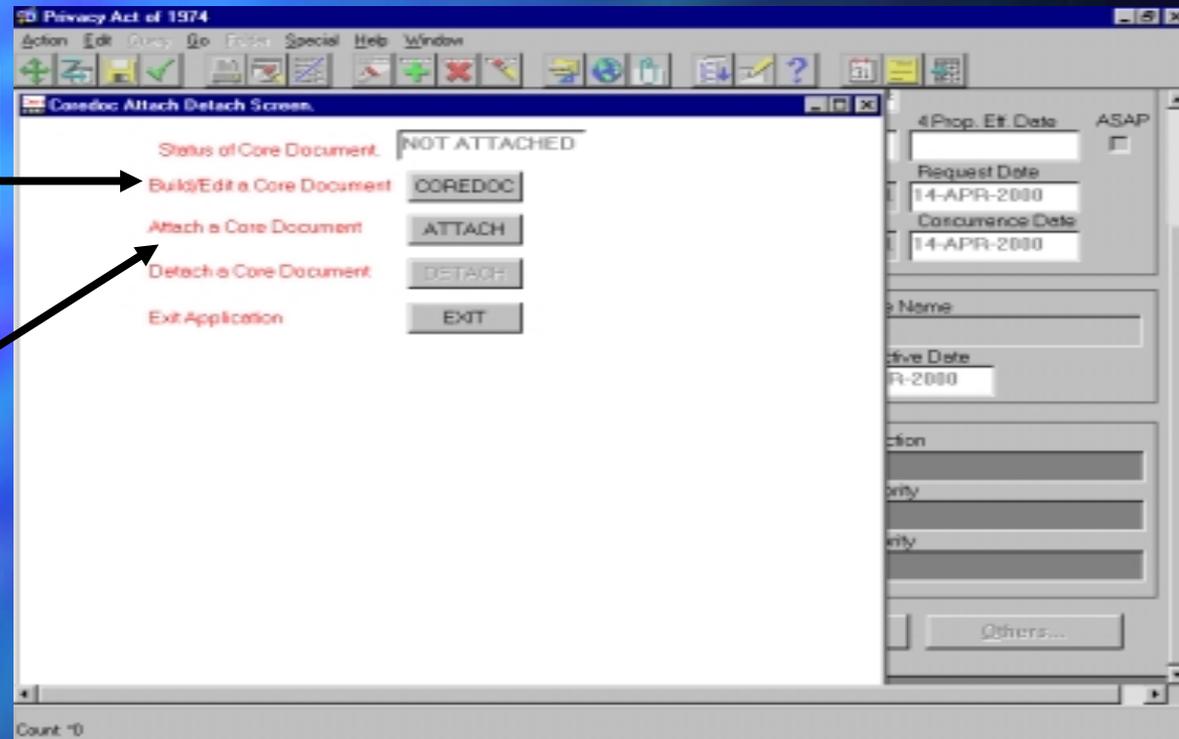
(2) Click on COREDOC, then OK to open the COREDOC window

# ATTACHING CORE DOCUMENTS cont.

Click to build or edit an existing COREDOC

or

Click to open list of Core Documents. Make selection, click exit and save your changes



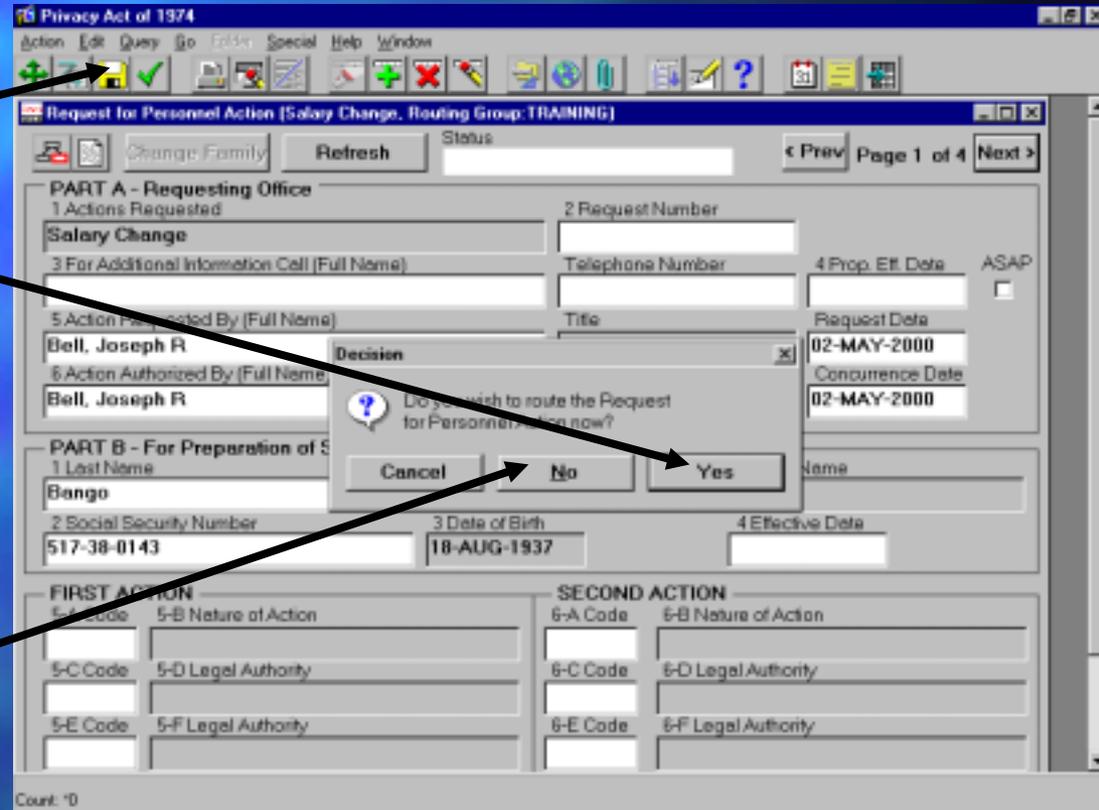
- ◆ If a COREDOC is attached to an RPA, a "Yes" will appear in the COREDOC column of the Civilian Inbox

# ROUTING YOUR RPA

Once RPA is complete,  
click on save

In the Decision box, click  
**Yes** to save and hold in your  
Inbox or to route the RPA to  
someone else

Selecting **No** will save any  
changes to the RPA and keep  
it open



The screenshot shows a web application window titled "Request for Personnel Action [Salary Change, Routing Group: TRAINING]". The interface includes a menu bar, a toolbar, and a main form area. A "Decision" dialog box is open, asking "Do you wish to route the Request for Personnel Action now?". The dialog has "Cancel", "No", and "Yes" buttons. Arrows from the text boxes point to the "Save" icon in the toolbar, the "Yes" button in the decision dialog, and the "No" button in the decision dialog.

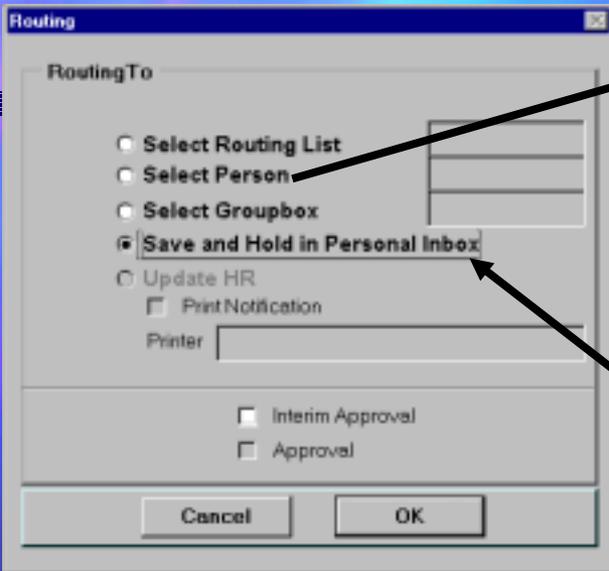
Form fields include:

- PART A - Requesting Office:** 1 Actions Requested (Salary Change), 2 Request Number, 3 For Additional Information Cell (Full Name), Telephone Number, 4 Prop. Eff. Date (ASAP), 5 Action Requested By (Full Name) (Bell, Joseph R), Title, Request Date (02-MAY-2000), 6 Action Authorized By (Full Name) (Bell, Joseph R), Concurrency Date (02-MAY-2000).
- PART B - For Preparation of S:** 1 Last Name (Bango), 2 Social Security Number (517-38-0143), 3 Date of Birth (18-AUG-1937), 4 Effective Date.
- FIRST ACTION:** 5-A Code, 5-B Nature of Action, 5-C Code, 5-D Legal Authority, 5-E Code, 5-F Legal Authority.
- SECOND ACTION:** 6-A Code, 6-B Nature of Action, 6-C Code, 6-D Legal Authority, 6-E Code, 6-F Legal Authority.

Count: '0'

- ◆ In order to track any RPA that you created, you **must** save it to your Inbox at least once before routing it

# ROUTING YOUR RPA cont.



**Routing**

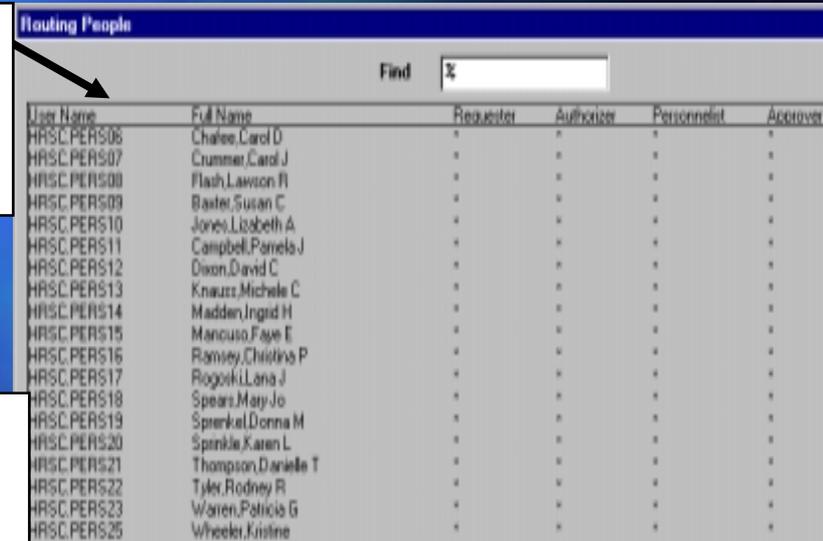
Routing To

Select Routing List  
 Select Person  
 Select Groupbox  
 **Save and Hold in Personal Inbox**  
 Update HR  
 Print Notification  
 Printer:   
 Interim Approval  
 Approval

Cancel OK

Click to open a list of users to select from

Click to route RPA to Your personal Inbox



**Routing People**

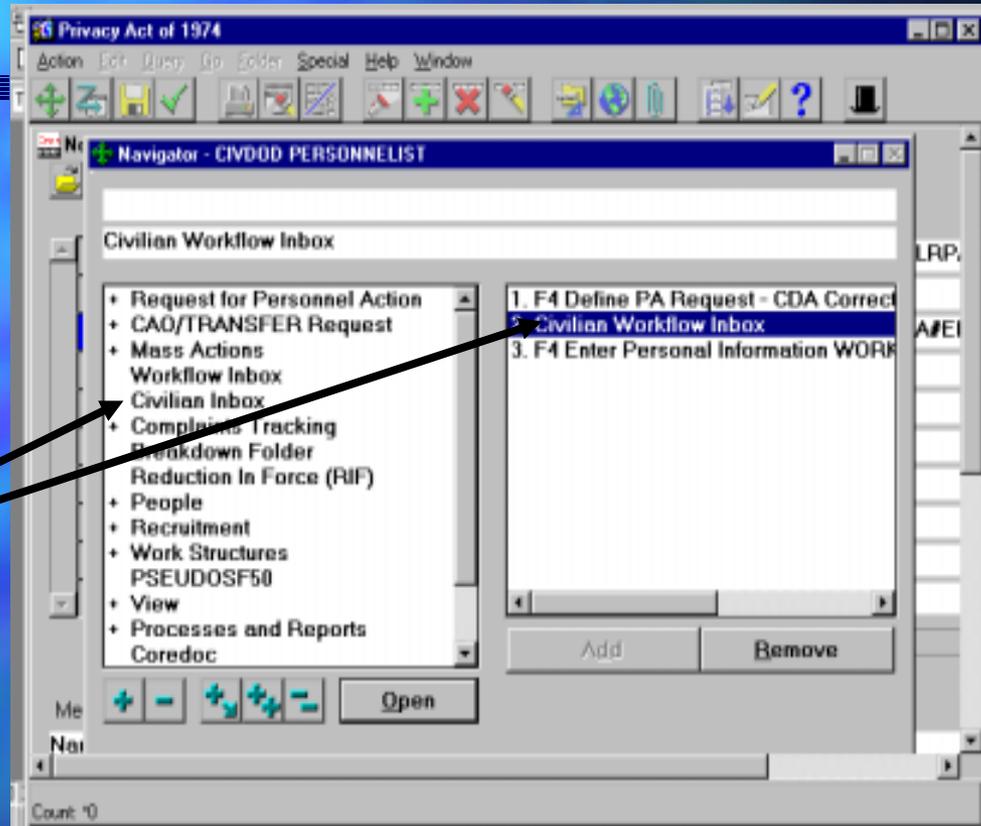
Find:

User Name	Full Name	Requester	Authorizer	Personnelist	Approver
HRSC.PERS06	Chafee, Carol D	*	*	*	*
HRSC.PERS07	Crummer, Carol J	*	*	*	*
HRSC.PERS08	Flash, Lawson R	*	*	*	*
HRSC.PERS09	Baxter, Susan C	*	*	*	*
HRSC.PERS10	Jones, Lizbeth A	*	*	*	*
HRSC.PERS11	Campbell, Pamela J	*	*	*	*
HRSC.PERS12	Dixon, David C	*	*	*	*
HRSC.PERS13	Knauff, Michele C	*	*	*	*
HRSC.PERS14	Madden, Ingrid H	*	*	*	*
HRSC.PERS15	Mancuso, Faye E	*	*	*	*
HRSC.PERS16	Ramsey, Christina P	*	*	*	*
HRSC.PERS17	Rogocki, Lana J	*	*	*	*
HRSC.PERS18	Spears, May Jo	*	*	*	*
HRSC.PERS19	Sprenkel, Donna M	*	*	*	*
HRSC.PERS20	Spinkie, Karen L	*	*	*	*
HRSC.PERS21	Thompson, Danielle T	*	*	*	*
HRSC.PERS22	Tyler, Rodney R	*	*	*	*
HRSC.PERS23	Warren, Patricia G	*	*	*	*
HRSC.PERS25	Wheeler, Kristine	*	*	*	*

- ◆ Groupbox and Routing List are additional routing options
- ◆ Update HR, Print Notification and Approval are reserved for RSC use only
- ◆ Interim Approval is not used

# MANAGING YOUR CIVILIAN INBOX

From the Navigation screen select to access Inbox



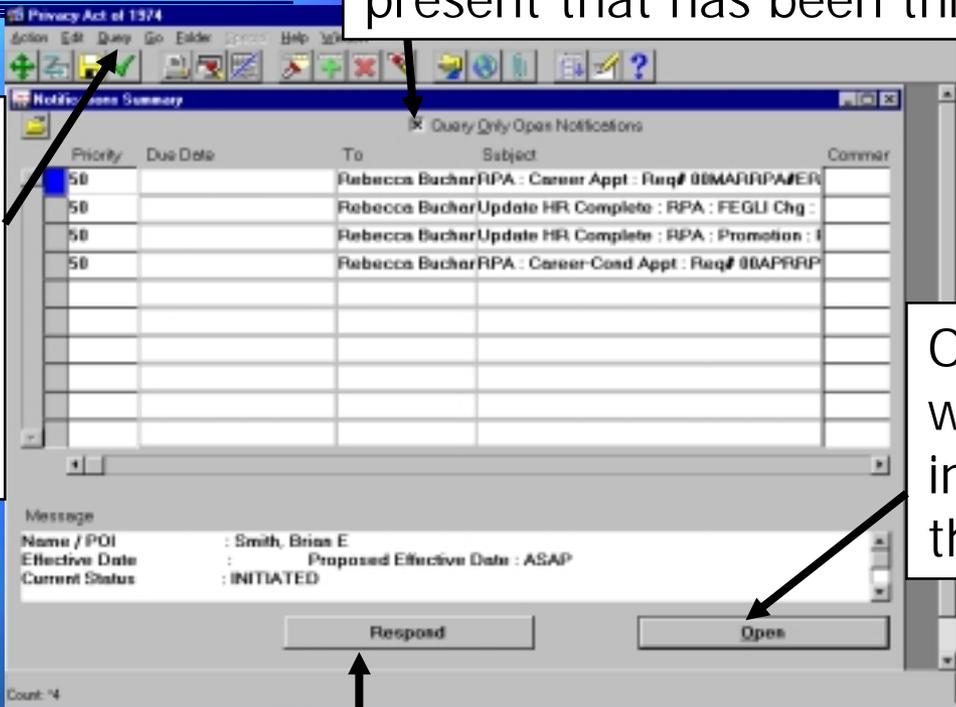
◆ Do **NOT** select the Workflow Inbox

# MANAGING YOUR CIVILIAN INBOX

## cont.

Remove "x" to query all actions past and present that has been through your Inbox

Once inbox appears, press F8 or select Query Run from Query menu



Opens notifications window to review information about the RPA

Click to open the RPA to view or work action

# MANAGING YOUR CIVILIAN INBOX cont.

Privacy Act of 1974

Notifications Summary

Query Only Open Notifications

2	Attribute13	Attribute14	Attribute15	Attribute16	Notes	COREDOC	Attribute19	Attribute20
				AUTHORIZE	No	No	No	
	0871	10		AUTHORIZE	No	No	No	
				INITIATED	Yes	Yes	No	

Message  
Name / POI : Campbell, John M

Count: \*3

If a **Note** or **Core Document** is attached to an RPA it will be indicated in those columns as "Yes"

- ◆ Creating a new folder(to name your Inbox), and selecting "Always Autoquery" will eliminate having to always query (F8) the Notification Summary screen to be able to see actions in the Inbox every time it's opened

# MANAGING YOUR CIVILIAN INBOX (Message Window)

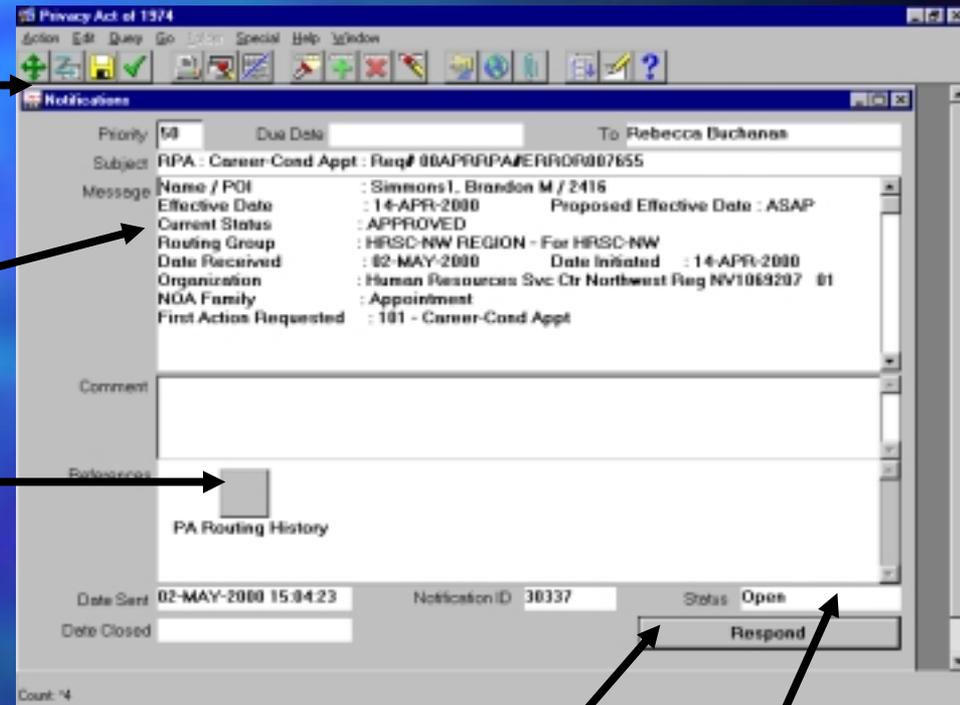
Clicking the "Open" task flow button on the Civilian Inbox will take you to the notifications screen

Message box

Displays routing history window

Clicking the Respond button here will also open the RPA

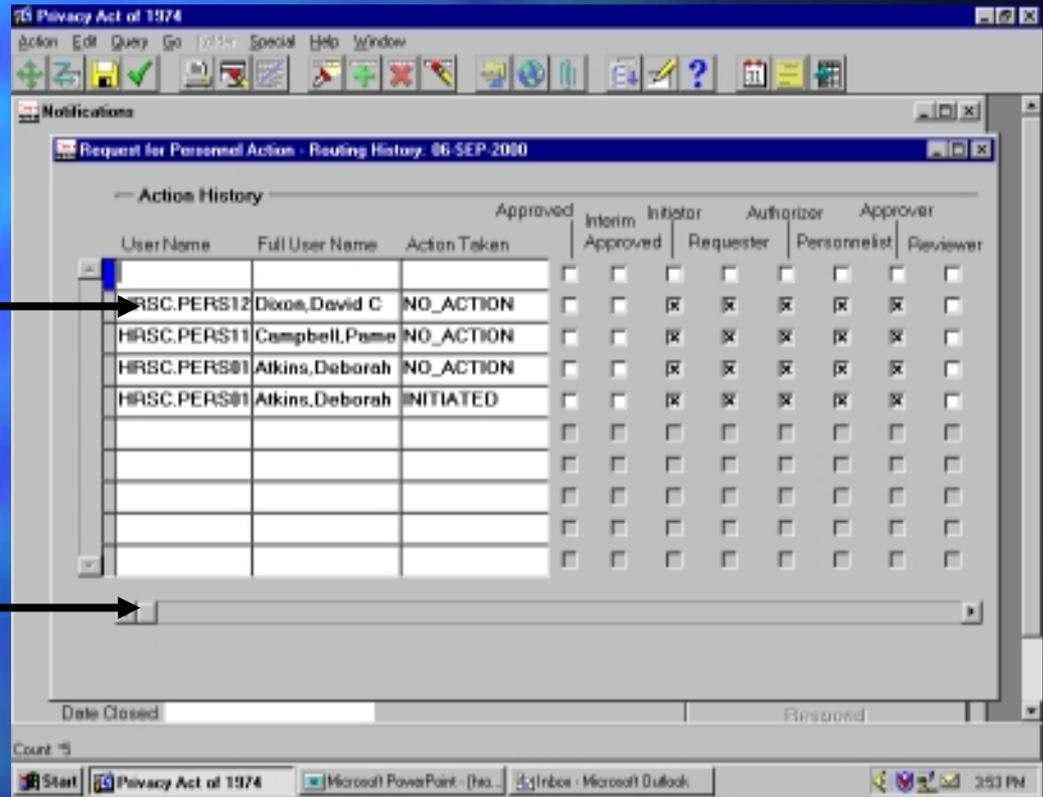
Status of RPA **Open** (RPA still in your Inbox). or **Closed** (RPA is no longer in your Inbox)



# MANAGING YOUR CIVILIAN INBOX (Routing History)

Last person

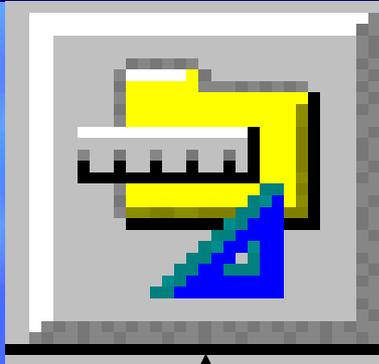
Scroll left and right to see additional information about the action



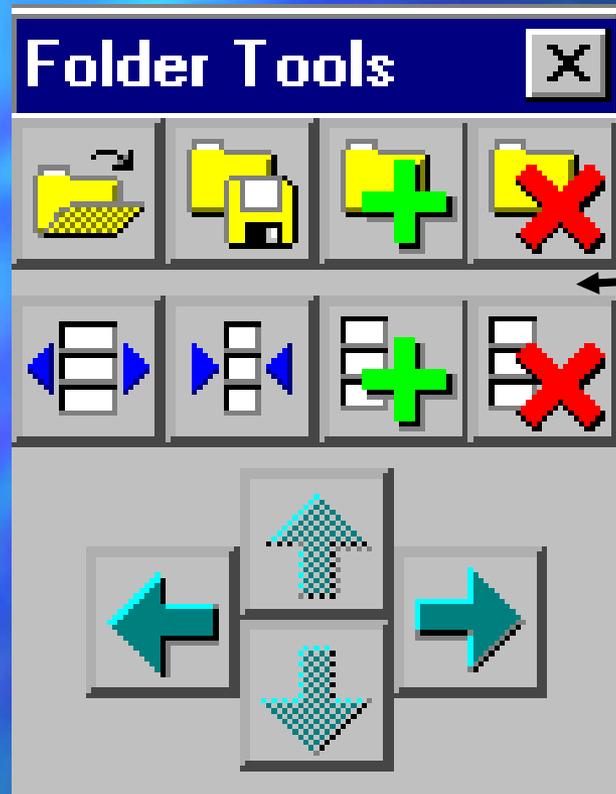
User Name	Full User Name	Action Taken	Approved	Interim	Initiator	Authorizer	Approver
			Approved	Approved	Requester	Personnelist	Reviewer
HRSC.PERS12	Dixon, David C	NO_ACTION	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HRSC.PERS11	Campbell, Pame	NO_ACTION	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HRSC.PERS01	Atkins, Deborah	NO_ACTION	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HRSC.PERS01	Atkins, Deborah	INITIATED	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- ◆ Shows in descending order each user the RPA has been routed to and any notes that have been added
- ◆ Routing History can also be viewed through the History task flow button on the RPA

# Folder Tool Buttons



Folder tools icon on  
tool bar



Short cut icons  
that can be used  
to customize  
your inbox and  
create or delete  
folders

When in a "folder", you will have the option of setting the folder up they way you like. By hitting the "Folder Tools" button, you will see the screen to the right.

# Folder Tools Descriptions

Microsoft Word - deskguide.doc

File Edit View Insert Format Tools Table Window Help

Table Text Times New Roman 9 B I U

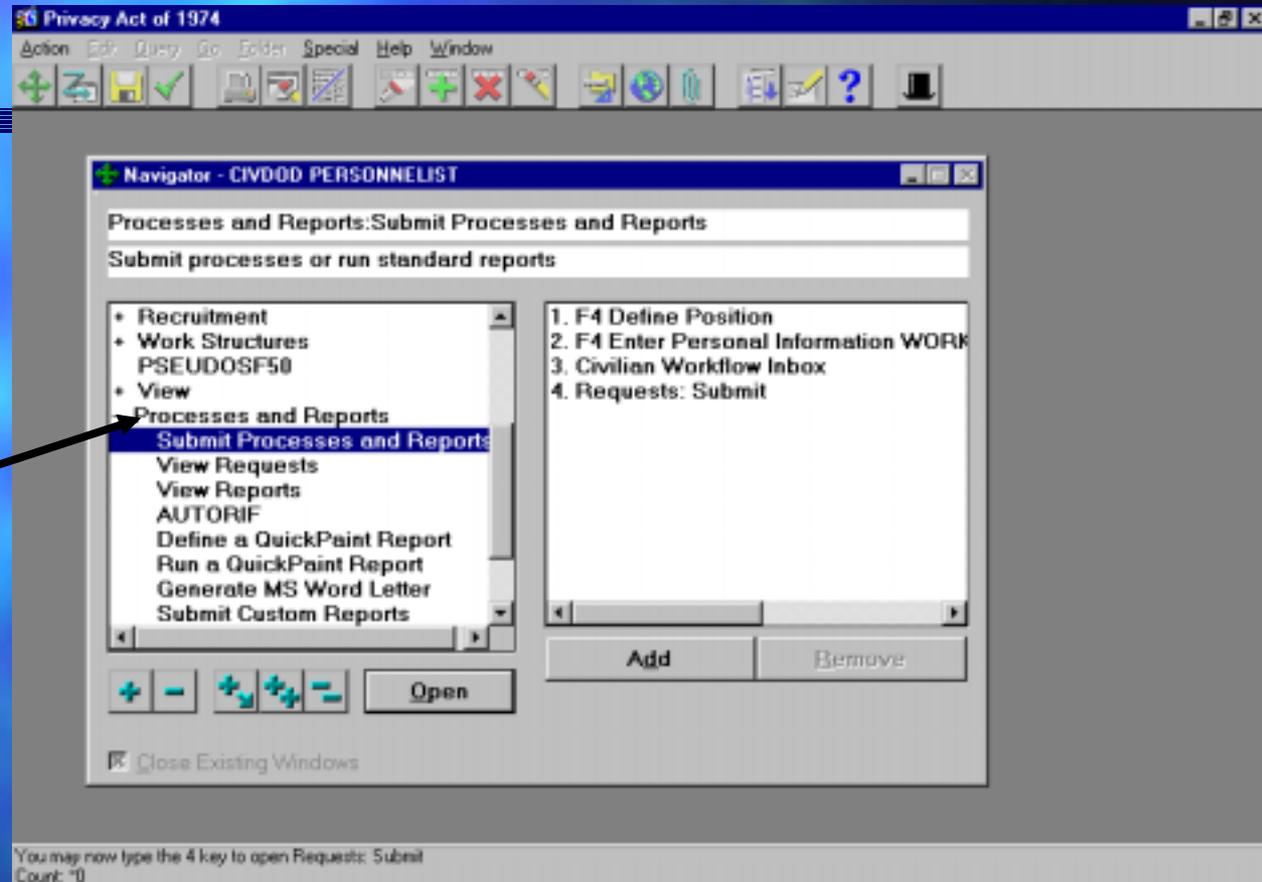
Folder Tool	Description/Function
 <b>Create New Folder</b>	Displays a New Folder dialog box to create a new folder group for your <b>Civilian Inbox</b> .
 <b>Delete</b>	Displays a Delete Folder dialog box with a list of all folders you can delete from your <b>Civilian Inbox</b> .
 <b>Widen</b>	Increases the width of a column in the <b>Civilian Inbox</b> window. You must have your cursor in the column that you want to increase in size.
 <b>Shrink</b>	Decreases the width of a column in the <b>Civilian Inbox</b> window. You must have your cursor in the column that you want to decrease in size.
 <b>Show Field</b>	Displays additional fields. You must have your cursor in the column that you wish to show any additional or hidden fields.
 <b>Hide Field</b>	Hides a column. You must have your cursor in the column that you wish to hide. To see a hidden column, click "Show Field".
 <b>Move Left</b>	Moves the column to the left of an adjoining column. You must have your cursor in the column that you wish to move left.
 <b>Move Right</b>	Moves the column to the right of the adjoining column. You must have your cursor in the column that you wish to move right.
 <b>Move Up</b>	
 <b>Move Down</b>	

Page 134 Sec 5 134/208 At 2.8" Ln Col 31 REC TRK EXT OVR WPH

These can be found on page 68 of the Desk Guide

# SUBMITTING REPORTS

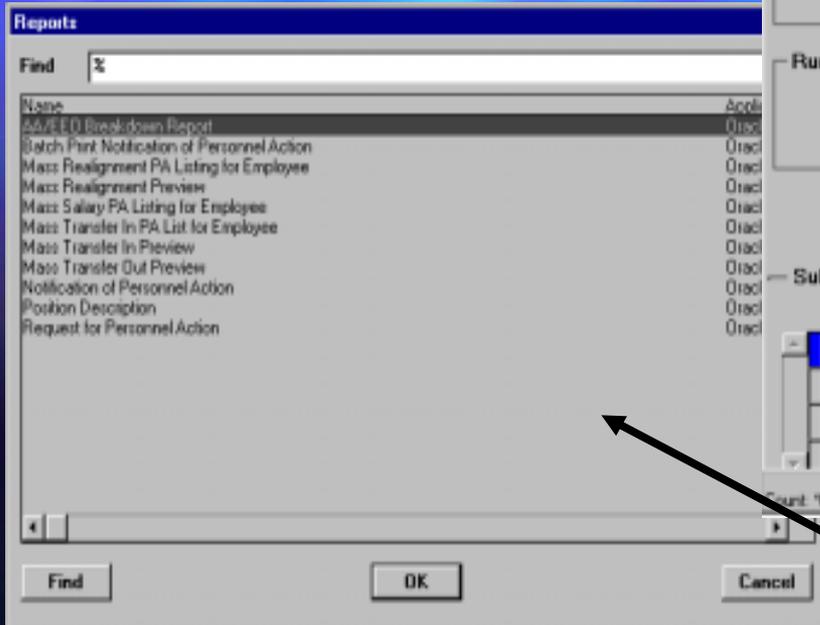
(1) From the Navigation window, expand "View" and select Submit Processes and Reports



# SUBMITTING REPORTS cont.

(3) Place cursor on the Name line and click the LOV

(2) The Type window should display Request



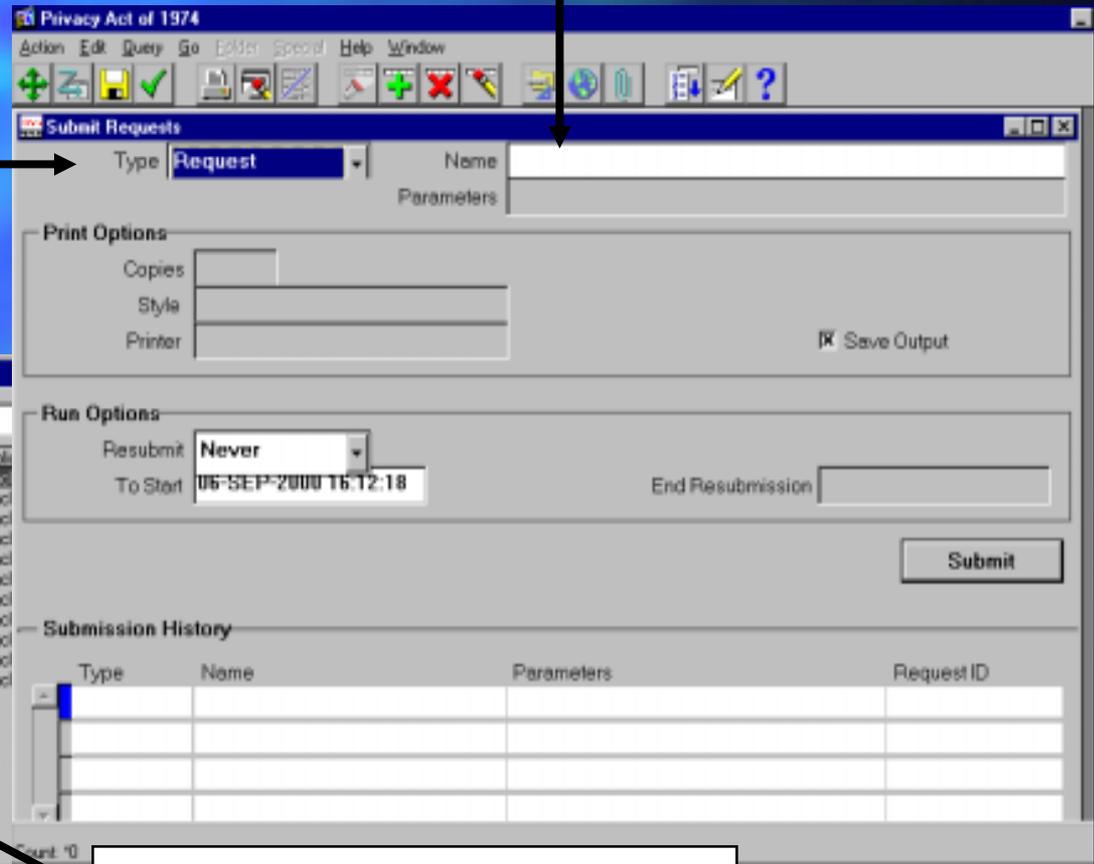
Reports

Find

Name	Acct
AD/AFED Breakdown Report	Orcl
Batch Print Notification of Personnel Action	Orcl
Mass Reassignment PA Listing for Employee	Orcl
Mass Reassignment Preview	Orcl
Mass Salary PA Listing for Employee	Orcl
Mass Transfer In PA List for Employee	Orcl
Mass Transfer In Preview	Orcl
Mass Transfer Out Preview	Orcl
Notification of Personnel Action	Orcl
Position Description	Orcl
Request for Personnel Action	Orcl

Count: 10

Find OK Cancel



Privacy Act of 1974

Action Edit Query Go Editor Special Help Window

Submit Requests

Type **Request** Name

Parameters

Print Options

Copies

Style

Printer

Save Output

Run Options

Resubmit **Never**

To Start  End Resubmission

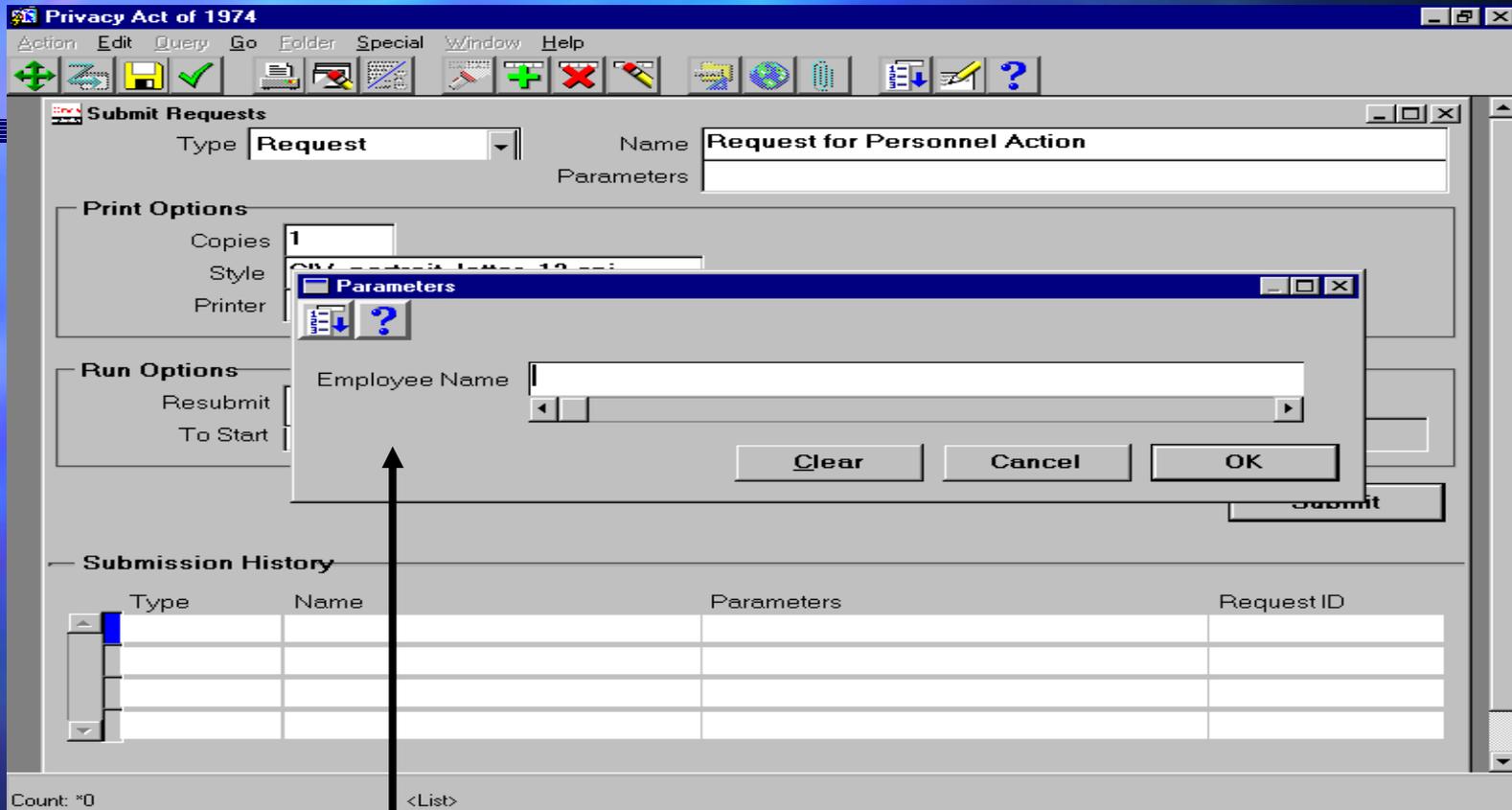
Submit

Submission History

Type	Name	Parameters	Request ID

(4) List of reports are displayed for the user to select from

# SUBMITTING REPORTS cont.



Privacy Act of 1974

Action Edit Query Go Folder Special Window Help

Submit Requests

Type **Request** Name **Request for Personnel Action**

Parameters

Print Options

Copies 1

Style

Printer

Run Options

Resubmit To Start

Employee Name

Clear Cancel OK

Submit

Submission History

Type	Name	Parameters	Request ID

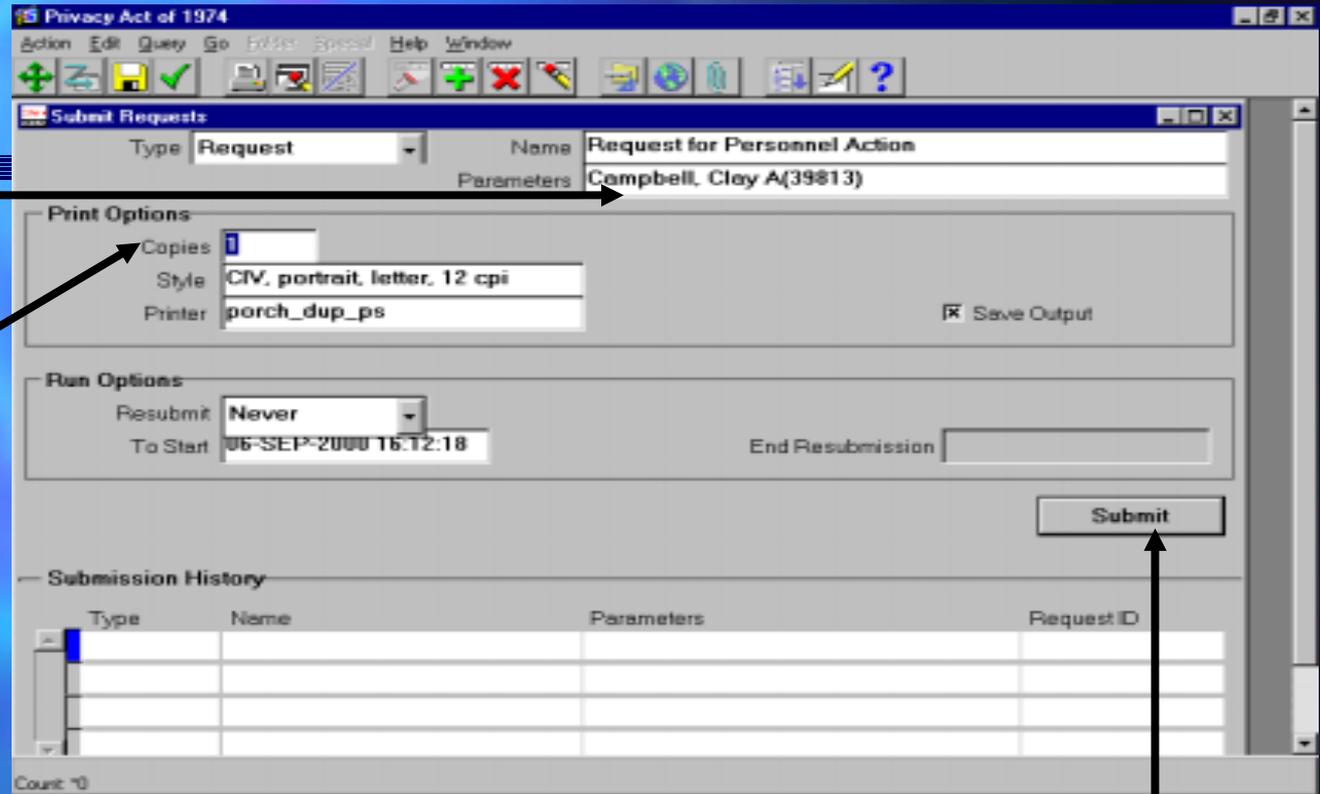
Count: \*0 <List>

(5) If Parameters are required (i.e. employee's name), a parameters window will appear. Type information or use the LOV

# SUBMITTING REPORTS cont.

(6) Parameters information will populate

Print Options will default to print 1 copy. Always change to "0" if the report is for viewing purposes only or to view it before it is printed. Leaving the copy field as 1 will automatically print one copy but you will not be able to view it before it prints



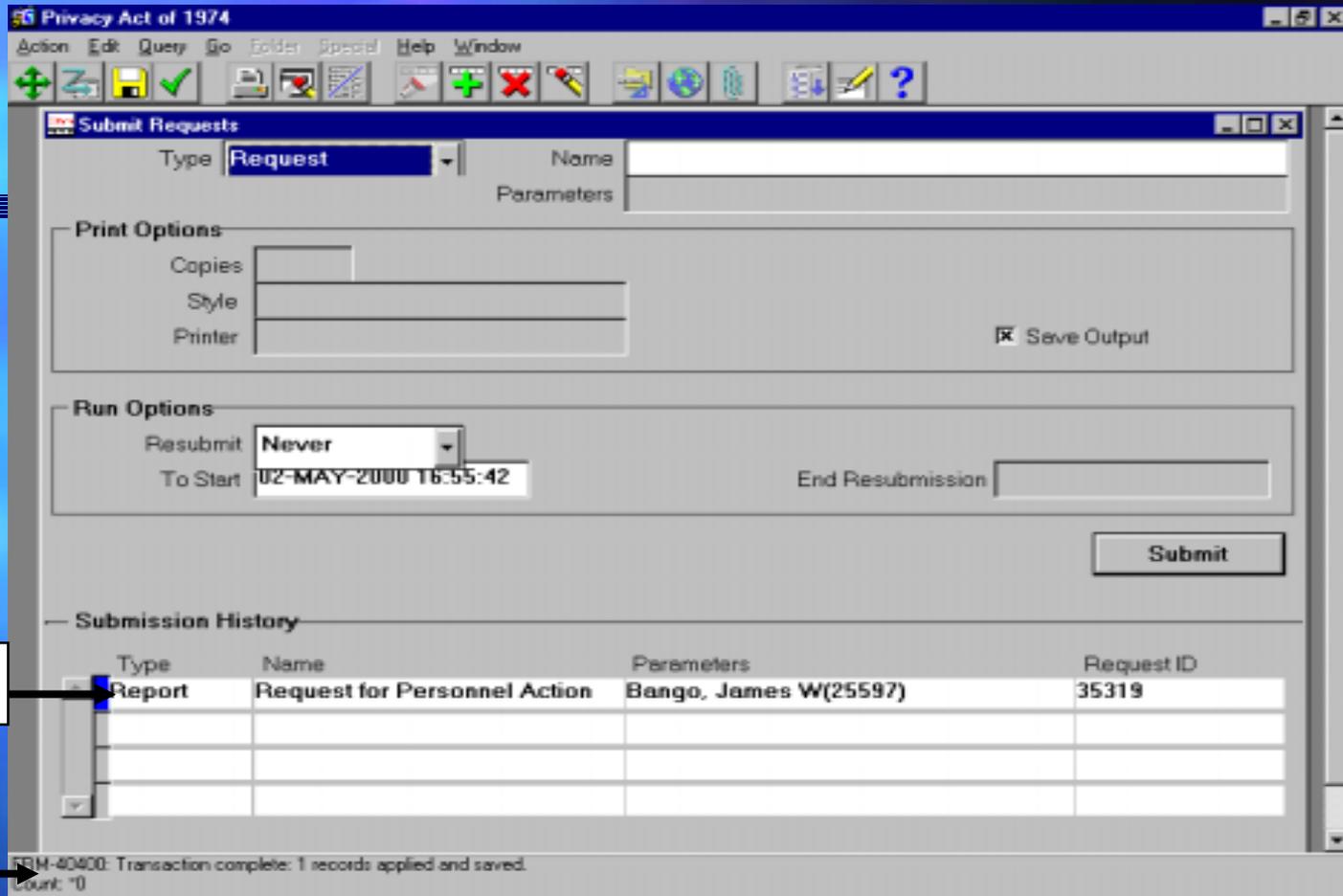
The screenshot shows a web application window titled "Privacy Act of 1974" with a "Submit Requests" form. The form includes a "Type" dropdown set to "Request", a "Name" field with "Request for Personnel Action", and a "Parameters" field with "Campbell, Clay A(39813)". Below these are "Print Options" (Copies: 1, Style: CIV, portrait, letter, 12 cpi, Printer: porch\_dup\_ps, Save Output checked) and "Run Options" (Resubmit: Never, To Start: 06-SEP-2000 16:12:18, End Resubmission: empty). A "Submit" button is at the bottom right. A "Submission History" table is at the bottom with columns for Type, Name, Parameters, and Request ID. Arrows point from the text boxes to the Parameters field and the Submit button.

Type	Name	Parameters	Request ID

(7) Select Submit

- Copies will print at your default printer

# SUBMITTING REPORTS cont.



Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Submit Requests

Type **Request** Name

Parameters

**Print Options:**

Copies

Style

Printer

Save Output

**Run Options:**

Resubmit **Never**

To Start **02-MAY-2000 16:55:42** End Resubmission

**Submission History**

Type	Name	Parameters	Request ID
Report	Request for Personnel Action	Bango, James W(25597)	35319

NSM-40400: Transaction complete: 1 records applied and saved.  
Count: '0'

Submission history

Message line

- ◆ After clicking the Submit button the Submission History will populate with the requested report information
- ◆ Consecutive reports can be submitted here

# VIEWING REPORTS

(2) To view report before printing, click on Help, scroll down and select "View My Request"

(1) Select Report to be viewed

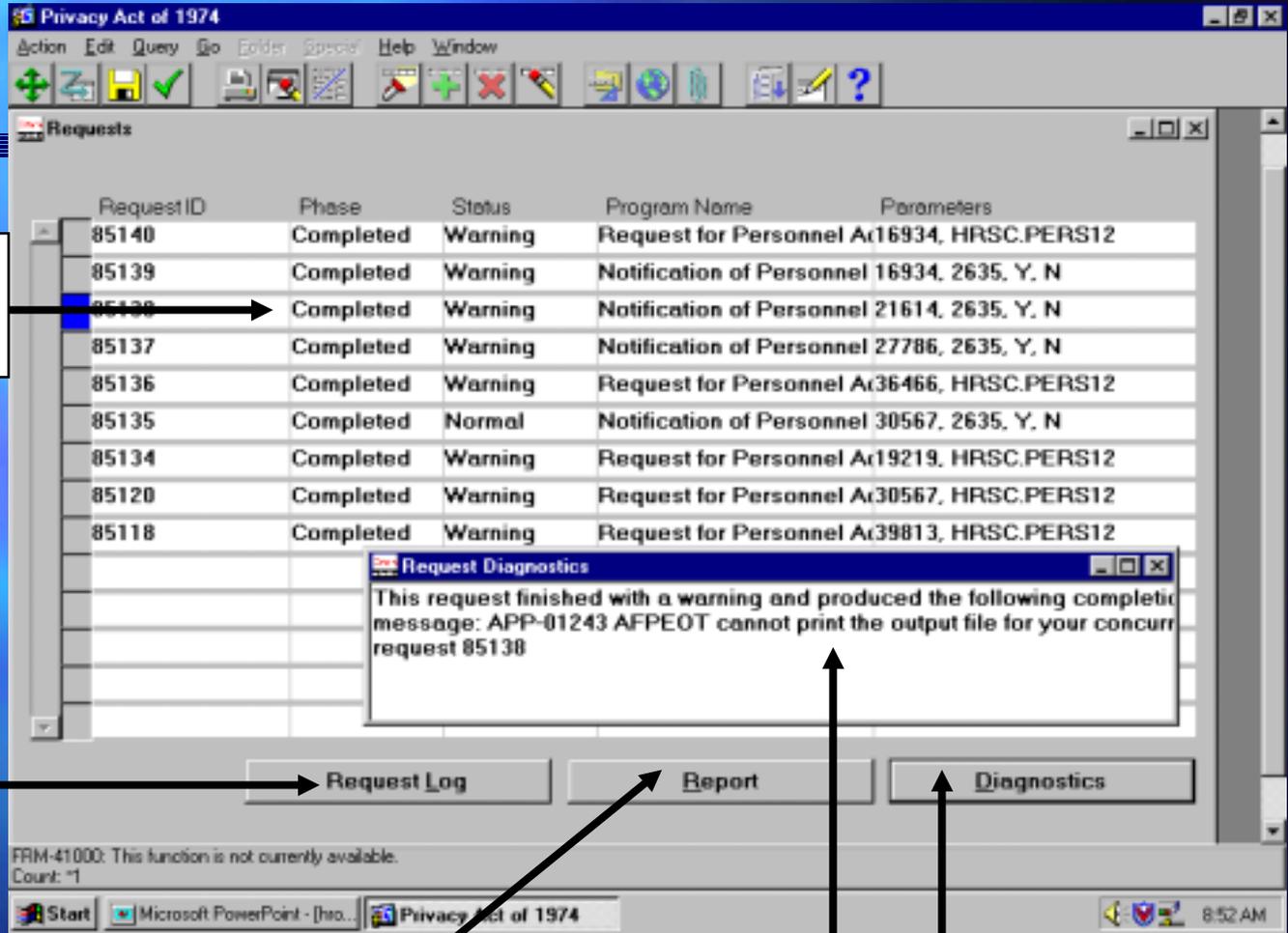
The screenshot shows the 'Privacy Act of 1974' application window. The 'Help' menu is open, and 'View My Requests' is highlighted. The 'Submission History' table is as follows:

Type	Name	Parameters	Request ID
Report	Request for Personnel Action	Campbell, Clay A(36466)	85136
Report	Notification of Personnel Action	Campbell, Daniel G (27786).2635.Yes.No	85137
Report	Notification of Personnel Action	Mathison, Linda R (21614).Yes.No	85138
Report	Notification of Personnel Action	Brock, Raymond A (16934).Yes.No	85139

- ◆ Reports can also be viewed by expanding Processes and Reports and selecting View Reports from the Navigation screen

# VIEWING REPORTS

Displays Request as Pending or Complete



The screenshot shows the 'Privacy Act of 1974' application window. At the top is a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', 'Help', and 'Window'. Below the menu is a toolbar with various icons. The main area contains a table titled 'Requests' with the following data:

RequestID	Phase	Status	Program Name	Parameters
85140	Completed	Warning	Request for Personnel Ar16934, HRSC.PERS12	
85139	Completed	Warning	Notification of Personnel 16934, 2635, Y, N	
85138	Completed	Warning	Notification of Personnel 21614, 2635, Y, N	
85137	Completed	Warning	Notification of Personnel 27786, 2635, Y, N	
85136	Completed	Warning	Request for Personnel Ar36466, HRSC.PERS12	
85135	Completed	Normal	Notification of Personnel 30567, 2635, Y, N	
85134	Completed	Warning	Request for Personnel Ar19219, HRSC.PERS12	
85120	Completed	Warning	Request for Personnel Ar30567, HRSC.PERS12	
85118	Completed	Warning	Request for Personnel Ar39813, HRSC.PERS12	

Below the table are three buttons: 'Request Log', 'Report', and 'Diagnostics'. A 'Request Diagnostics' dialog box is open, displaying the message: 'This request finished with a warning and produced the following complete message: APP-01243 AFPEOT cannot print the output file for your concurr request 85138'. The Windows taskbar at the bottom shows 'Start', 'Microsoft PowerPoint - [hta...]', 'Privacy Act of 1974', and the system clock '8:52 AM'.

Uses MS Word to display Request Log

Click to display Report for viewing or printing (i.e. a copy of an RPA)

When status shows Warning



# VIEWING REPORTS

o85305.out - GS view

File Edit Options View Orientation Media Help

File: o85305.out 443,644pt Page: "1" 1 of 2

Standard Form 52  
Rev. 7/91  
U.S. Office of Personnel Management  
FPM Supp. 296-33, Subch. 3

## REQUEST FOR PERSONNEL ACTION

**PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)**

1. Actions Requested Salary Change		2. Request Number MSL19219-21	
3. For Additional Information Call (Name and Telephone Number)		4. Proposed Effective Date	
5. Action Requested By (Name, Title, Signature, and Request Date)		6. Action Authorized By (Name, Title, Signature, and Concurrence Date)	

**PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)**

1. Name (Last, First, Middle) CAMPBELL, CLAY A.		2. Social Security Number 535-86-1763	3. Date of Birth 12-17-1961	4. Effective Date 11-21-1999
--	--	--	--------------------------------	---------------------------------

FIRST ACTION		SECOND ACTION	
5-A. Code 894	5-B. Nature of Action Pay Adj	6-A. Code	6-B. Nature of Action
5-C. Code FNM	5-D. Legal Authority Reg 532.415(C)	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number PIPEFITTER 44400 - 3537		15. TO: Position Title and Number PIPEFITTER 44400 - 3537	
--	--	---	--

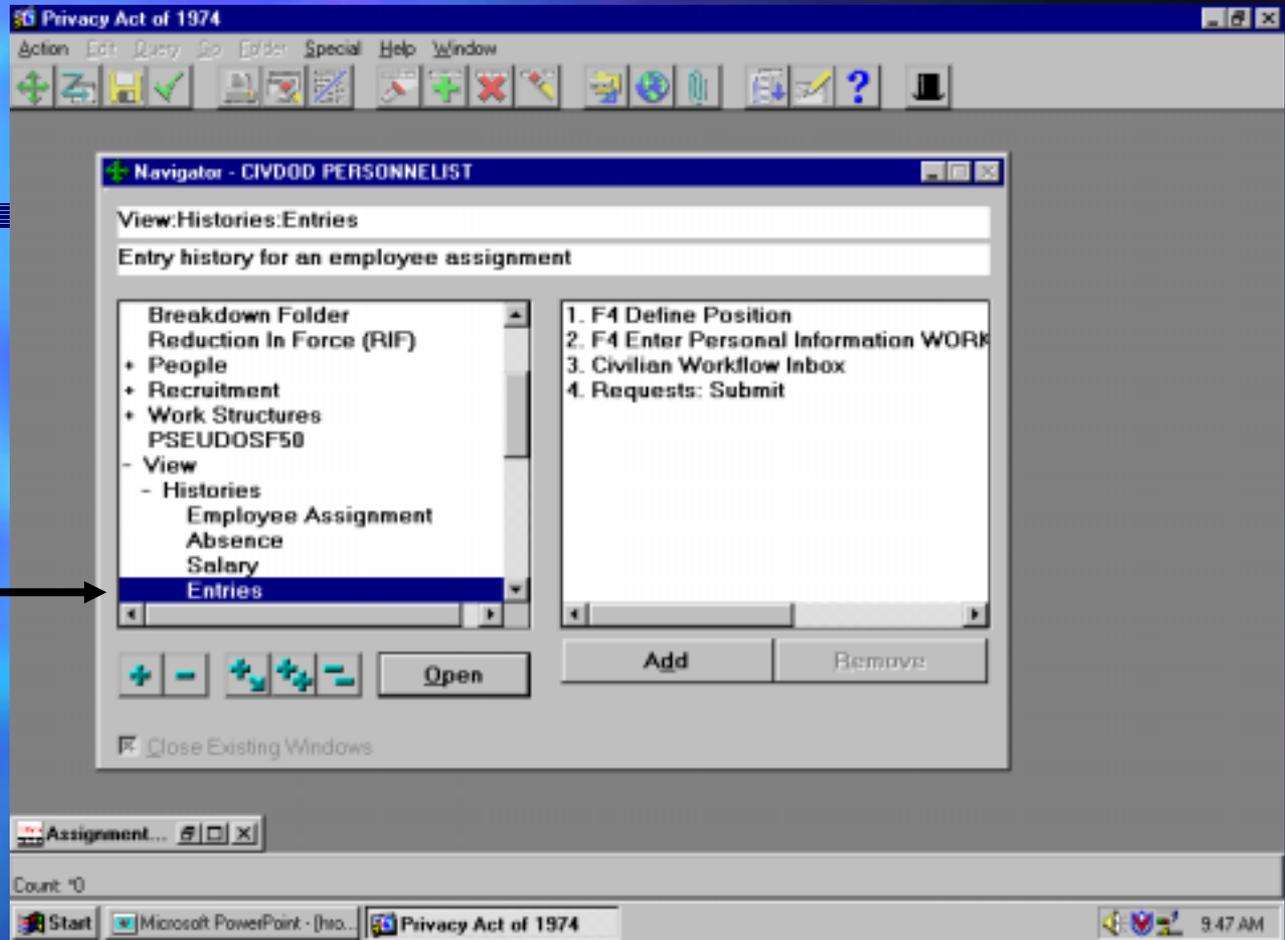
8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Band	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary/Award	21. Pay
-------------	--------------	-----------------	---------------	------------------	--------------	--------------	---------------	-----------------	---------------	------------------------	---------

Copy of an RPA shown after clicking Report on the Request screen. Select Print from the File menu or Click printer button to print

◆ All Reports can be printed or viewed here

# VIEWING EMPLOYEE'S ENTRIES

(1) From the Navigation window, expand View and open - **Entries**



The screenshot shows a software application window titled "Privacy Act of 1974". The main content area is titled "Navigator - CIVDOD PERSONNELIST" and displays "View: Histories: Entries". Below this, it says "Entry history for an employee assignment". A tree view on the left shows a hierarchy: Breakdown Folder, Reduction in Force (RIF), People, Recruitment, Work Structures, PSEUDOSF50, View, Histories, Employee Assignment, Absence, Salary, and Entries (which is selected). To the right of the tree view, a list of actions is shown: 1. F4 Define Position, 2. F4 Enter Personal Information WORK, 3. Civilian Workflow Inbox, and 4. Requests: Submit. At the bottom of the window, there are buttons for "Add" and "Remove", and a checkbox for "Close Existing Windows". The taskbar at the bottom shows the Start button, Microsoft PowerPoint, and the Privacy Act of 1974 application, with the time 9:47 AM.

- ◆ Employee Entries includes elements such as Awards, Benefits, Pay related information and Within Grade Increases

# VIEWING EMPLOYEE'S ENTRIES

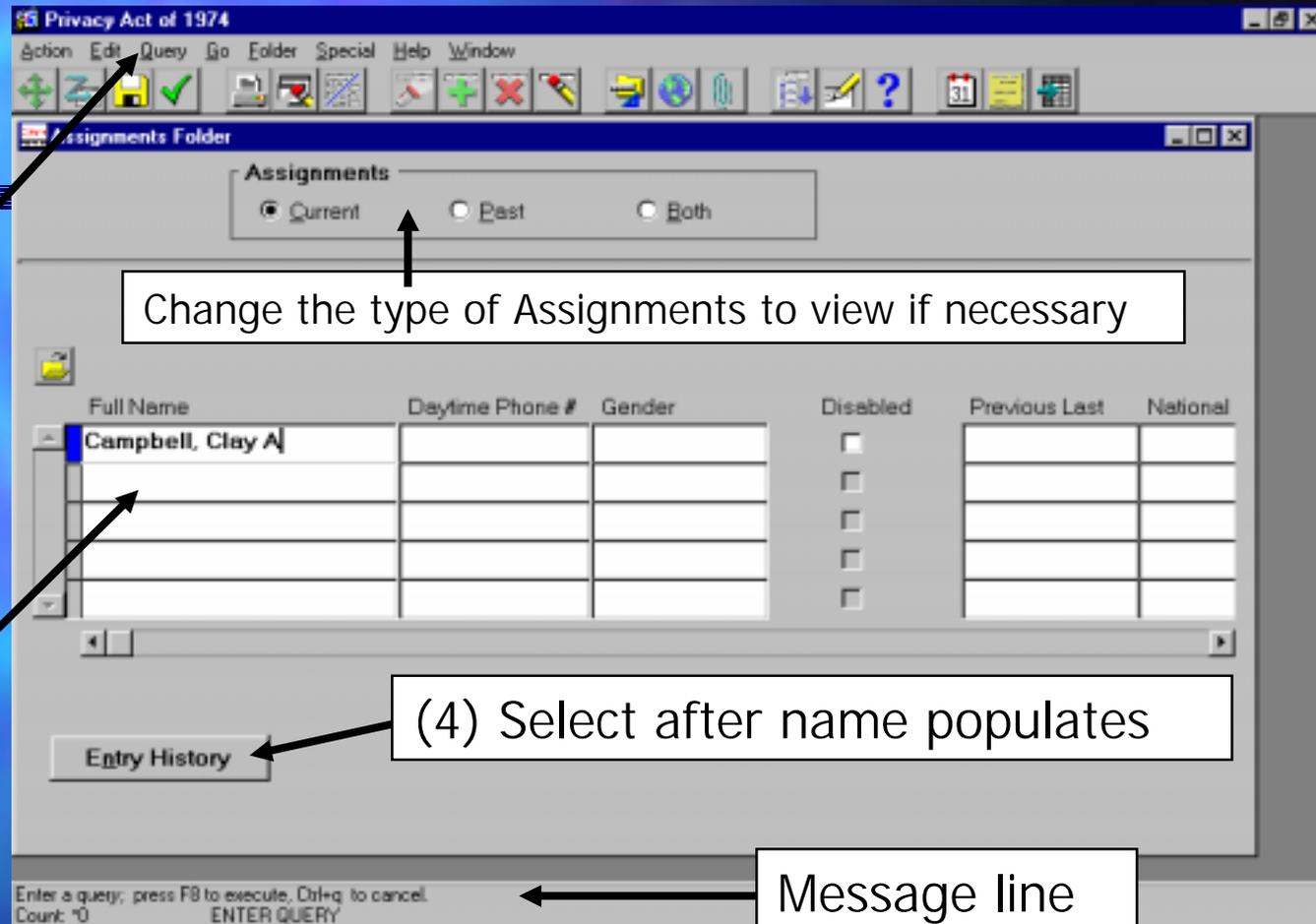
(2) Press F7 or select Query Enter from the main menu

(3) Type last name % or full name then press F8 or select Query Run to execute

Change the type of Assignments to view if necessary

(4) Select after name populates

Message line



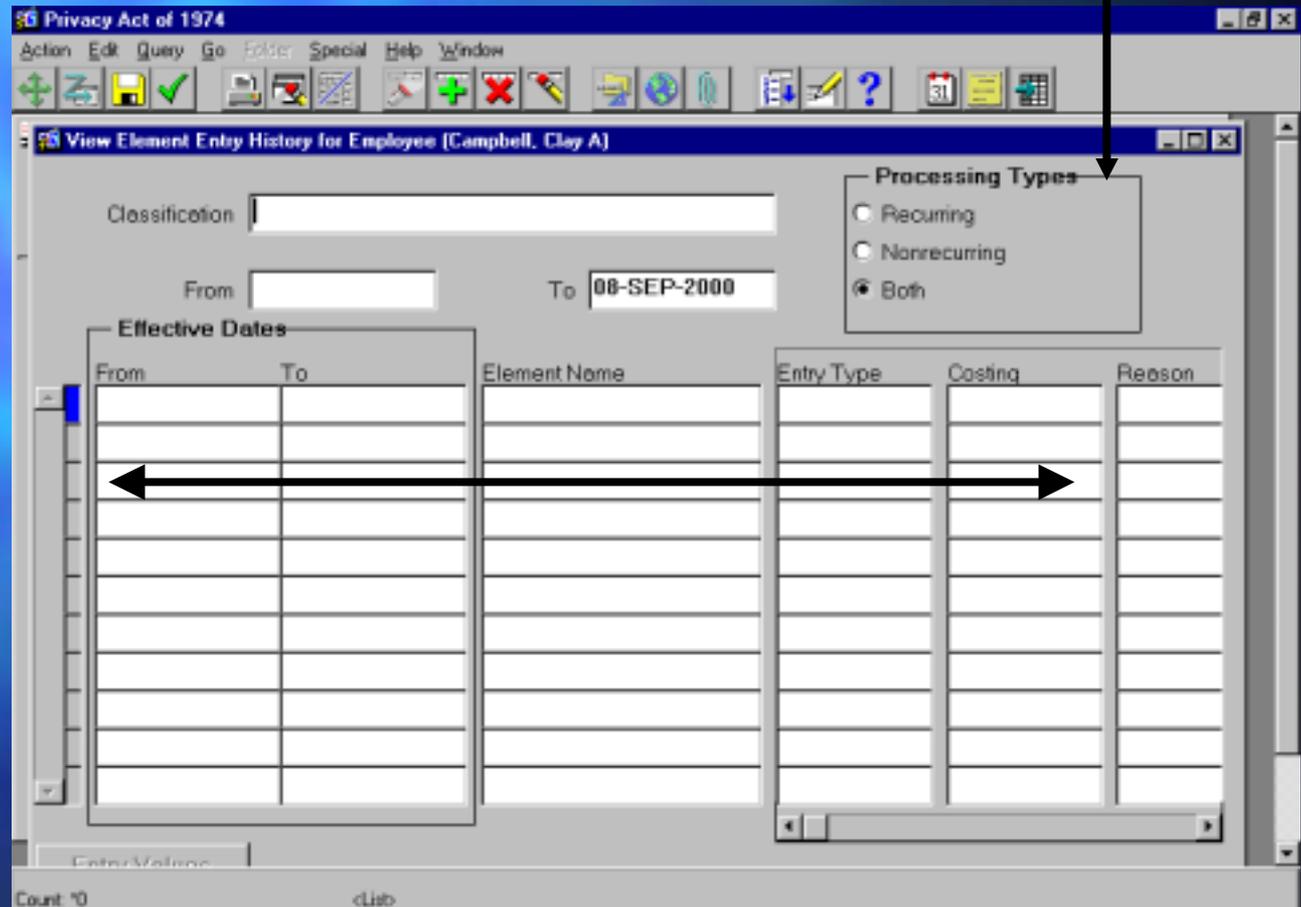
Full Name	Daytime Phone #	Gender	Disabled	Previous Last	National
Campbell, Clay A			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

- ◆ Assignments defaults to Current
- ◆ The system **must** be in a Query mode to find employee's name
- ◆ Edits cannot be made to any Element History information

# VIEWING EMPLOYEE'S ENTRIES

Processing Types always defaults to Both, change if necessary

(5) The Entry History screen will appear blank. Place cursor in any of the blank data fields and press F8 to retrieve information



Effective Dates		Element Name	Entry Type	Costing	Reason
From	To				

# VIEWING EMPLOYEE'S ENTRIES

Privacy Act of 1974

Action Edit Query Go Filter Special Help Window

Classification [ ]

From [ ] To 07-SEP-2000

Recurring  
 Nonrecurring  
 Both

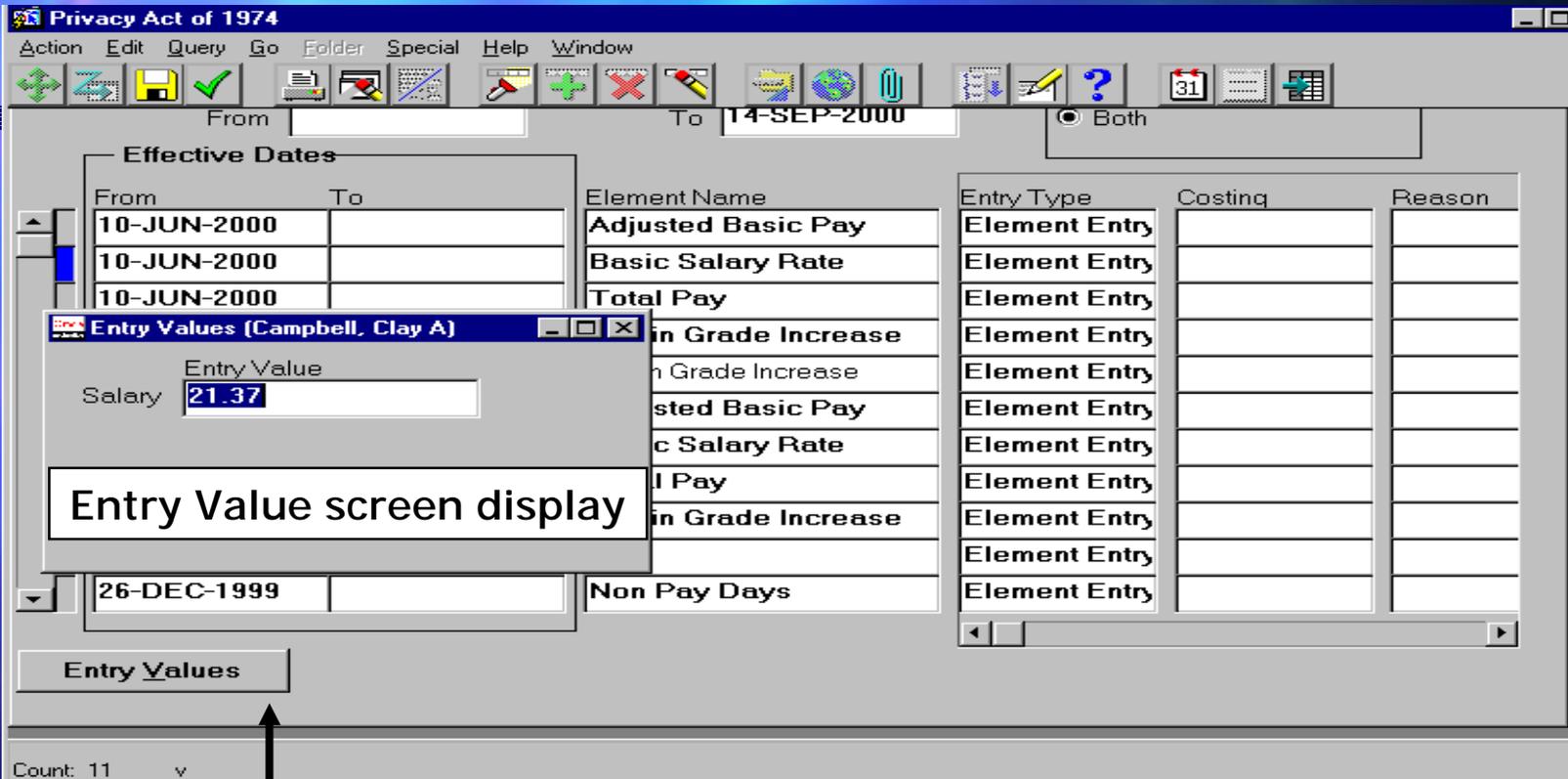
Effective Dates		Element Name	Entry Type	Costing	Reason
From	To				
10-JUN-2000		Adjusted Basic Pay	Element Entry		
10-JUN-2000		Basic Salary Rate	Element Entry		
10-JUN-2000		Total Pay	Element Entry		
10-JUN-2000		Within Grade Increase	Element Entry		
16-APR-2000	09-JUN-2000	Within Grade Increase	Element Entry		
09-APR-2000	09-JUN-2000	Adjusted Basic Pay	Element Entry		
09-APR-2000	09-JUN-2000	Basic Salary Rate	Element Entry		
09-APR-2000	09-JUN-2000	Total Pay	Element Entry		
09-APR-2000	15-APR-2000	Within Grade Increase	Element Entry		
30-JAN-2000		TSP	Element Entry		
26-DEC-1999		Non Pay Days	Element Entry		

Entry Values

Count: 11 v

(6) Scroll through Element name items

# VIEWING EMPLOYEE'S ENTRIES



Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

From [ ] To 14-SEP-2000 Both

Effective Dates		Element Name	Entry Type	Costing	Reason
From	To	Adjusted Basic Pay	Element Entry		
10-JUN-2000		Basic Salary Rate	Element Entry		
10-JUN-2000		Total Pay	Element Entry		
10-JUN-2000		In Grade Increase	Element Entry		
		In Grade Increase	Element Entry		
		Adjusted Basic Pay	Element Entry		
		Basic Salary Rate	Element Entry		
		Total Pay	Element Entry		
		In Grade Increase	Element Entry		
		In Grade Increase	Element Entry		
		Non Pay Days	Element Entry		

Entry Values (Campbell, Clay A)

Salary Entry Value: 21.37

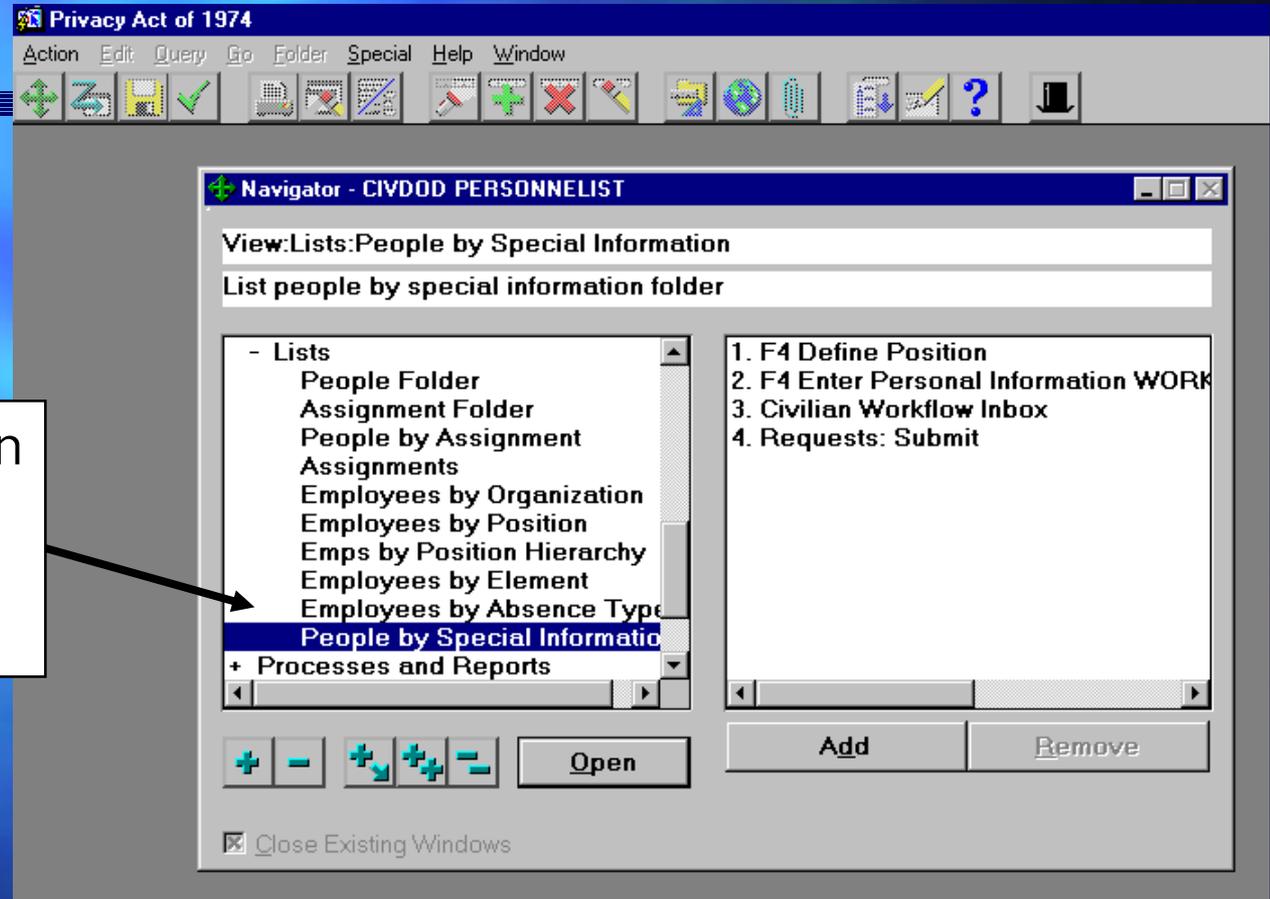
Entry Values

Count: 11 v

(7) Place cursor on Element name item to be viewed then click the Entry Value button

# VIEWING EMPLOYEE'S SPECIAL INFORMATION

(1) From the Navigation window, expand View and open - People By Special Information

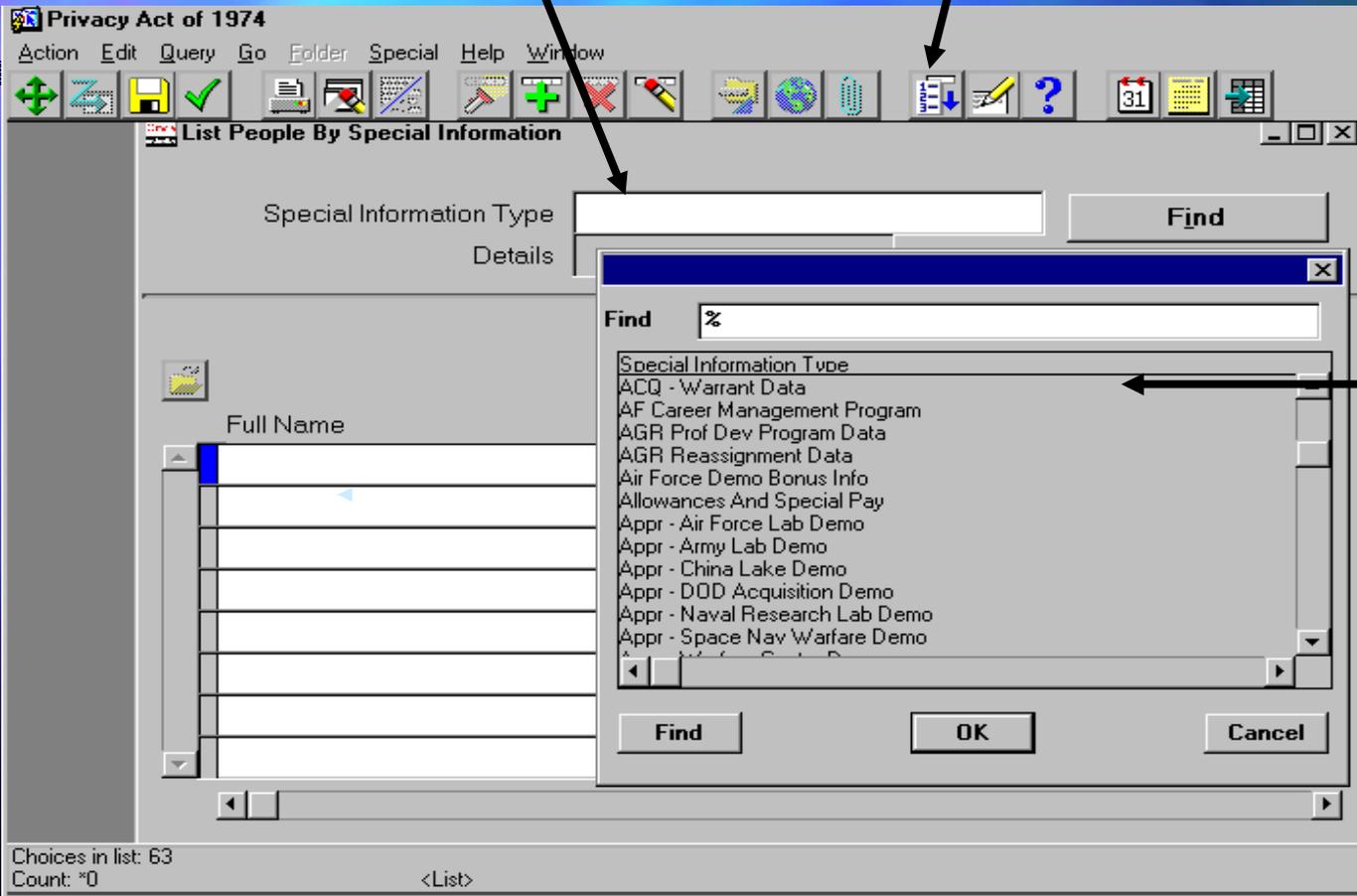


The screenshot shows the 'Privacy Act of 1974' application window. The menu bar includes 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', 'Help', and 'Window'. The toolbar contains various icons for navigation and editing. The 'Navigator - CIVDOD PERSONNELIST' window is open, displaying a tree view under 'View:Lists:People by Special Information'. The tree view is expanded to show 'Lists', which includes 'People Folder', 'Assignment Folder', 'People by Assignment Assignments', 'Employees by Organization', 'Employees by Position', 'Emps by Position Hierarchy', 'Employees by Element', 'Employees by Absence Type', 'People by Special Information', and '+ Processes and Reports'. The 'People by Special Information' item is selected and highlighted. To the right of the tree view, a list of items is displayed: '1. F4 Define Position', '2. F4 Enter Personal Information WORK', '3. Civilian Workflow Inbox', and '4. Requests: Submit'. Below the tree view and list are buttons for '+', '-', '+>', '<+', 'Open', 'Add', and 'Remove'. At the bottom, there is a checkbox labeled 'Close Existing Windows' which is checked.

# VIEWING SPECIAL INFORMATION

(2) Place cursor here

(3) Click on the LOV button

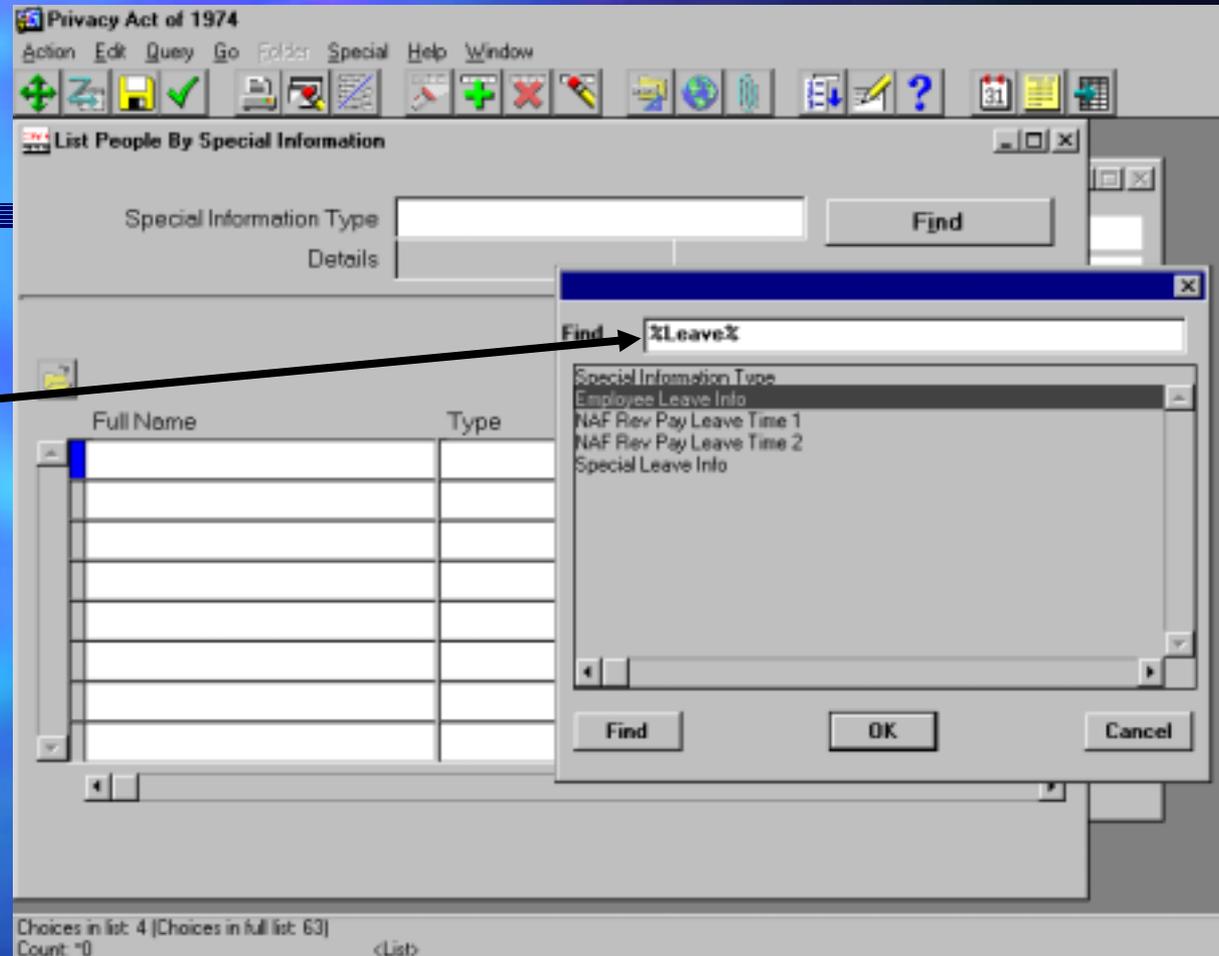


The screenshot shows the 'Privacy Act of 1974' application window. The title bar reads 'Privacy Act of 1974'. The menu bar includes 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', 'Help', and 'Window'. The toolbar contains various icons for file operations and navigation. The main window is titled 'List People By Special Information'. It features a 'Special Information Type' field with a dropdown arrow and a 'Find' button. Below this is a 'Details' section with a 'Full Name' field and a list of names. A 'Find' dialog box is open, showing a search field with a '%' character and a list of 'Special Information Type' options. The list includes: ACQ - Warrant Data, AF Career Management Program, AGR Prof Dev Program Data, AGR Reassignment Data, Air Force Demo Bonus Info, Allowances And Special Pay, Appr - Air Force Lab Demo, Appr - Army Lab Demo, Appr - China Lake Demo, Appr - DOD Acquisition Demo, Appr - Naval Research Lab Demo, and Appr - Space Nav Warfare Demo. The dialog box has 'Find', 'OK', and 'Cancel' buttons. At the bottom left of the main window, it says 'Choices in list: 63' and 'Count: \*0'. At the bottom center, it says '<List>'. Arrows from the text boxes point to the 'Special Information Type' field, the 'Find' button in the toolbar, and the 'Special Information Type' list in the dialog box.

(4) Scroll to find Special Information Type or type a % in the Find window and select Find

- ◆ Special Information Types such as Leaves, Appraisals, and Adverse Actions can be viewed here

# VIEWING SPECIAL INFORMATION



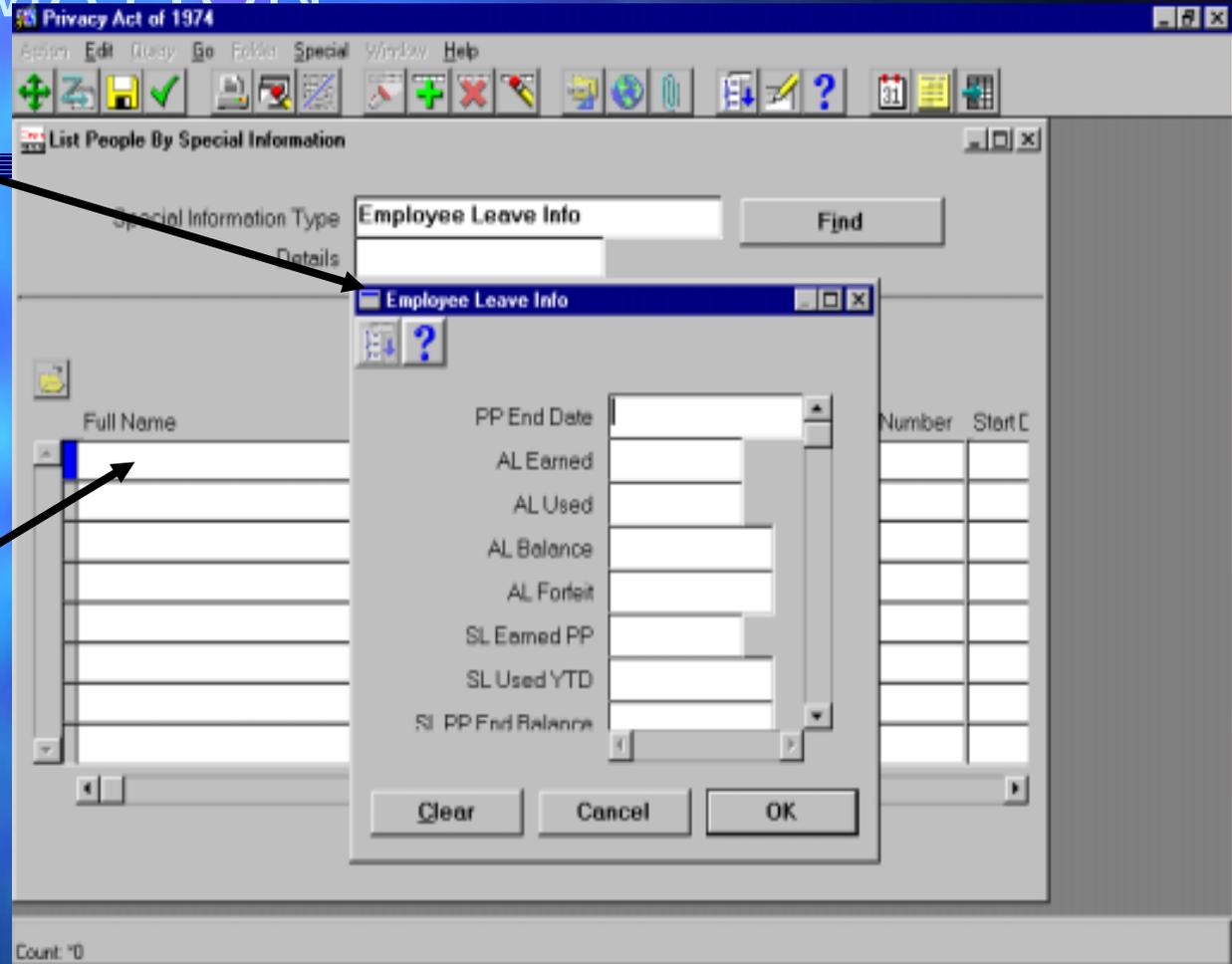
(5) Find can be narrowed by typing part of the information type followed by a % in the Find window and select Find

- ◆ Field search narrowed as shown using %leave% to retrieve only "leave" information to choose from and avoid scrolling through the long list

# VIEWING EMPLOYEE'S SPECIAL INFORMATION

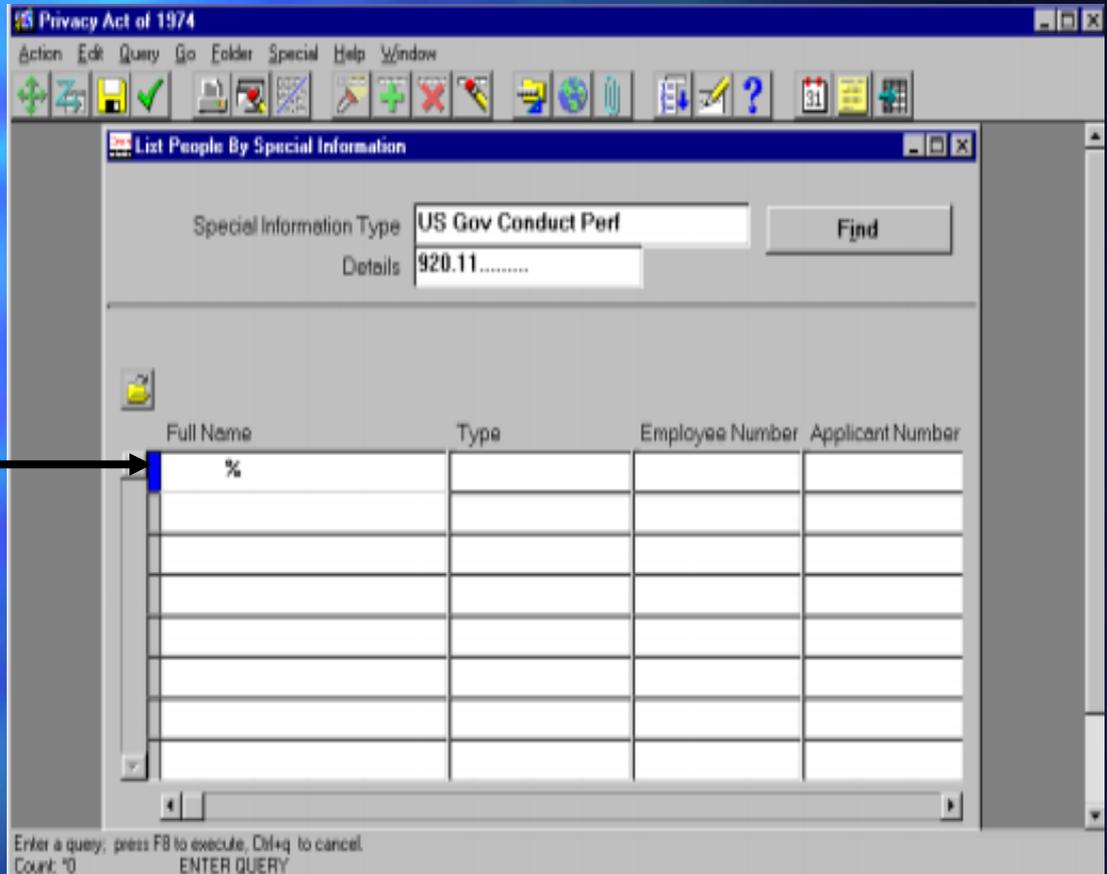
(6) Close the flex-field window or complete fields to search for specific type of information and select OK

(7) Click in Full Name column then hit F7 to Query. Type % then F8 to query the entire data base or type partial or full name then hit F8 to run query



# VIEWING EMPLOYEE'S SPECIAL INFORMATION

Using % to query data base can be very time consuming for anyone with access to a large activity. Always use partial value if possible



The screenshot shows a window titled 'Privacy Act of 1974' with a menu bar (Action, Edit, Query, Go, Folder, Special, Help, Window) and a toolbar. Below the toolbar is a sub-window titled 'List People By Special Information'. This sub-window contains a search form with the following fields:

- Special Information Type:
- Details:
- Find button

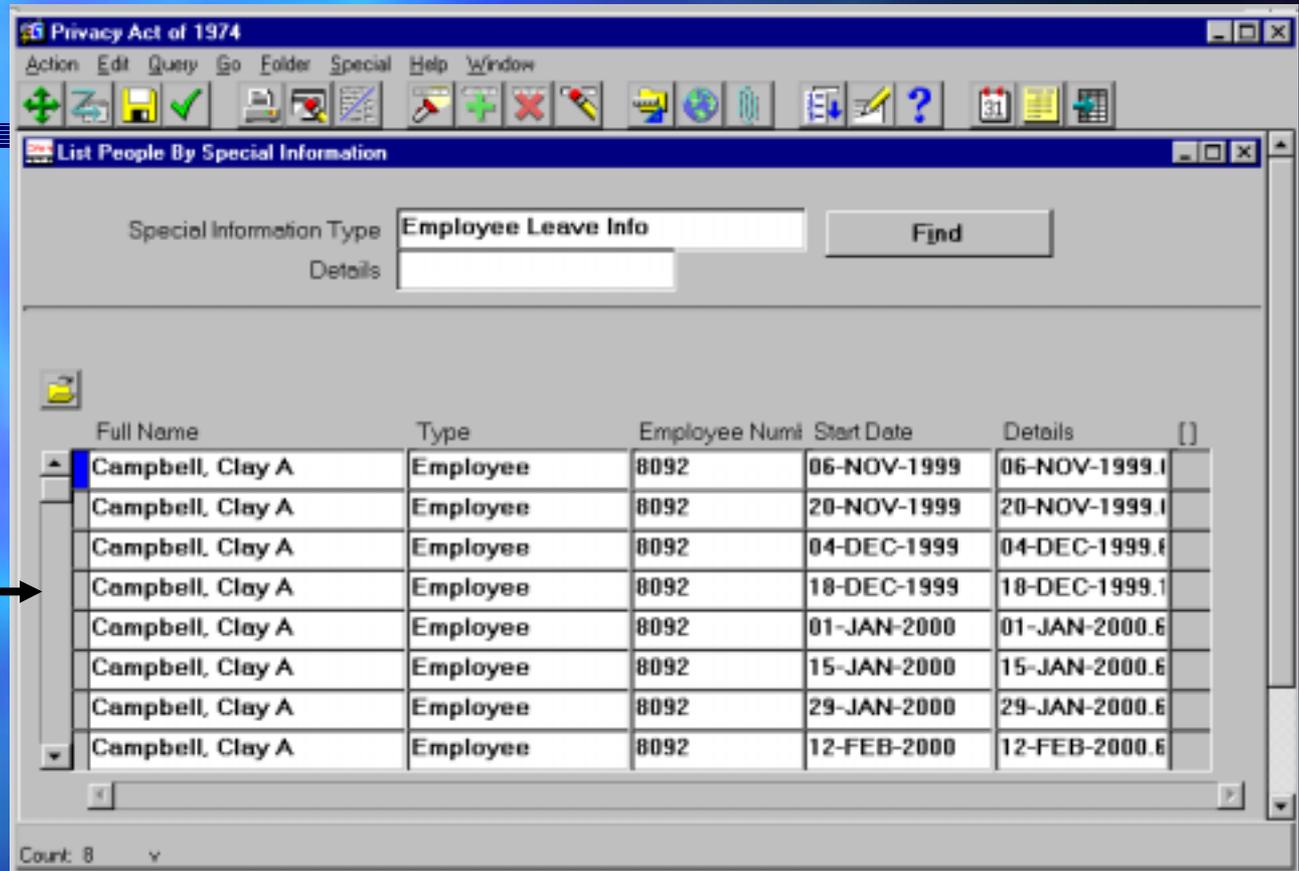
Below the search form is a table with the following columns: Full Name, Type, Employee Number, and Applicant Number. The first row of the table has a '%' in the Full Name column. An arrow from the text box on the left points to this '%' character.

Full Name	Type	Employee Number	Applicant Number
%			

At the bottom of the window, there is a status bar with the text: 'Enter a query, press F8 to execute, Del+q to cancel. Count: '0 ENTER QUERY'

# VIEWING SPECIAL INFORMATION

(7) Scroll to find desired information (i.e. most recent Employee Leave Info)



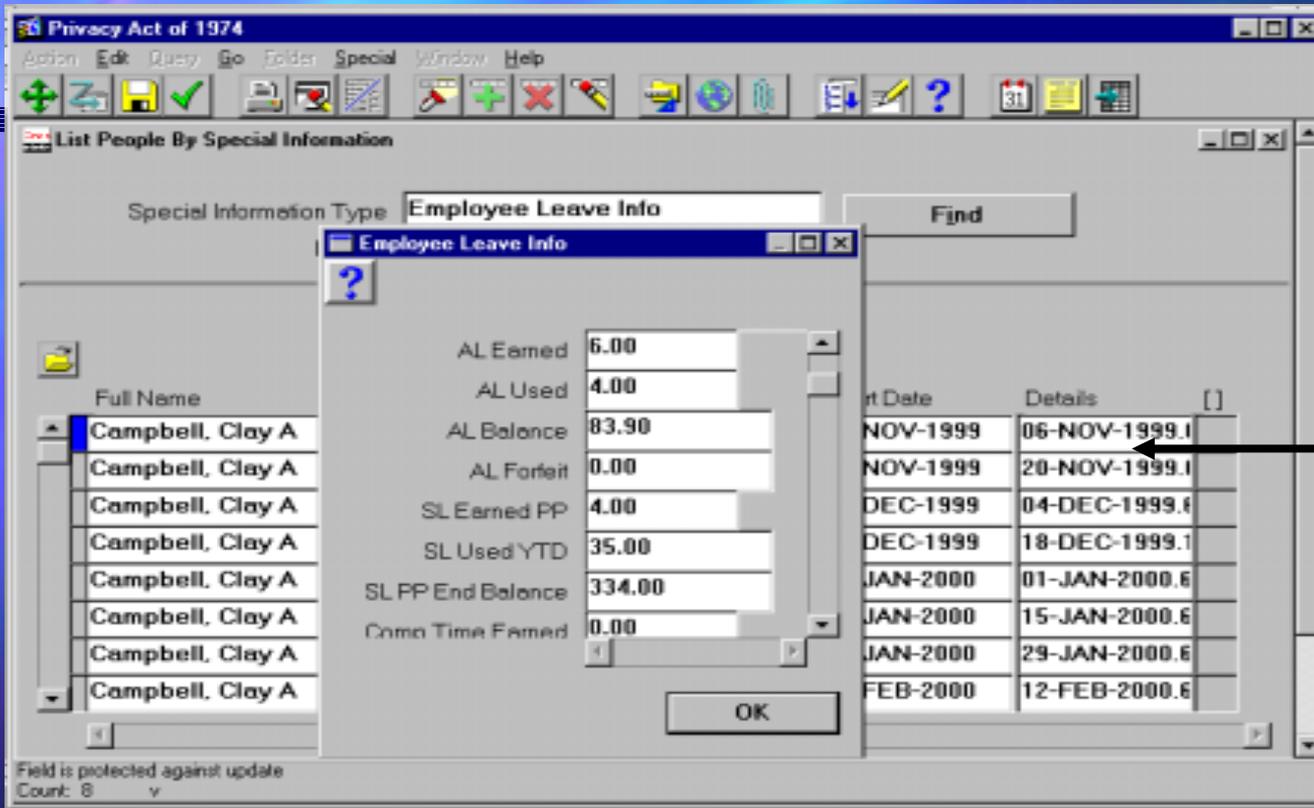
The screenshot shows a software window titled "Privacy Act of 1974" with a menu bar (Action, Edit, Query, Go, Folder, Special, Help, Window) and a toolbar. Below the menu is a sub-window titled "List People By Special Information". It features a search field for "Special Information Type" containing "Employee Leave Info" and a "Find" button. Below this is a table with the following columns: Full Name, Type, Employee Num, Start Date, and Details. The table contains 8 rows of data for "Campbell, Clay A".

Full Name	Type	Employee Num	Start Date	Details
Campbell, Clay A	Employee	8092	06-NOV-1999	06-NOV-1999.1
Campbell, Clay A	Employee	8092	20-NOV-1999	20-NOV-1999.1
Campbell, Clay A	Employee	8092	04-DEC-1999	04-DEC-1999.6
Campbell, Clay A	Employee	8092	18-DEC-1999	18-DEC-1999.1
Campbell, Clay A	Employee	8092	01-JAN-2000	01-JAN-2000.6
Campbell, Clay A	Employee	8092	15-JAN-2000	15-JAN-2000.6
Campbell, Clay A	Employee	8092	29-JAN-2000	29-JAN-2000.6
Campbell, Clay A	Employee	8092	12-FEB-2000	12-FEB-2000.6

Count: 8

◆ Folder tools can be used here to customize columns

# VIEWING SPECIAL INFORMATION



(8) Click on the selected item in the Details column to open flex-field with more information for viewing

- ◆ Changes cannot be made to any information in the viewing area
- ◆ Only Special Information items can be viewed here